

# JINO JOSEPH

LOGISTICS & SUPPLY CHAIN EXECUTIVE — OPERATIONS  
INVENTORY & DELIVERY MANAGEMENT  
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## PROFESSIONAL SUMMARY

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Results-driven Logistics and Supply Chain Professional with 4+ years of experience in end-to-end logistics operations, purchase order management, and delivery coordination. Proven track record of achieving 98%+ on-time deliveries, optimizing workflows, and maintaining accurate inventory records. Skilled in shipment coordination, vendor management, and logistics documentation. Strong technical background with MCA, enabling efficient use of ERP systems and logistics tools. Seeking roles in logistics, supply chain, or operations within GCC or global organizations.

## CORE SKILLS & TECHNICAL EXPERTISE

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- End-to-End Logistics & Supply Chain Operations
- Warehouse Operations: Picking, Packing, Order Fulfillment & Dispatch
- Airport Logistics & Cargo Handling: Baggage Handling, Cargo Operations, Ground Support
- Inventory Control, Stock Management & SKU Tracking
- Purchase Order (PO) Management & Procurement Coordination
- Shipment Coordination, Distribution & Last-Mile Delivery
- Vendor Management & Customer Relationship Management (CRM)
- Logistics Documentation, Compliance & Record Management
- ERP Systems (Odoo), Warehouse Management Systems (WMS)
- Microsoft Office (Excel, Word, Outlook) & Data Reporting
- Process Optimization, Workflow Improvement & KPI Tracking
- Communication, Team Collaboration & Problem Solving

## PROFESSIONAL EXPERIENCE

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### Senior Executive – Logistics Operations

2020 – 2025

Phyicart E-commerce Pvt Ltd, India

- Managed end-to-end logistics operations including invoicing, packing, dispatch, and delivery coordination.
- Achieved 98%+ on-time delivery performance across multiple locations.
- Coordinated with customers and internal teams to resolve delivery issues and track shipments.
- Created and managed purchase orders (POs) ensuring timely procurement of high-value products.
- Maintained accurate inventory and delivery records with real-time tracking.
- Streamlined logistics workflows, reducing delays and improving operational efficiency.

### Logistics Support

2019

Parv Enterprises, Mumbai, India

- Supported warehouse operations, shipment coordination, and logistics documentation.
- Assisted in vendor coordination and ensured timely movement of goods.

### Sales Manager

2018

City Centre, Thrissur, India

- Managed store operations, sales performance, and customer relationships.
- Gained experience in inventory handling and retail supply chain processes.

## PROJECTS

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- Developed Online Medical Store Management System using ASP.NET for inventory and billing.
- Designed Blood Donation Management System to improve donor tracking and coordination.
- Built a simulated Operating System project demonstrating resource management concepts.

## EDUCATION

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### Master of Computer Applications (MCA)

Bharathiar University

2017

### Bachelor of Computer Applications (BCA)

Bharathiar University

2013

## Certifications

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- AI Certification in Microsoft Excel (Data Analysis, Automation, Advanced Excel Tools)

## ADDITIONAL INFORMATION

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Languages: English, Hindi, Basic Arabic | Availability: Immediate / As per notice period