

JOHNSON JOSEPH



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PROFILE SUMMARY

- Experienced Machine Operator and Supervisor with a proven track record. Adapt at precision machinery operation, quality control, and safety compliance. Strong troubleshooter, team collaborator, and inventory manager. Accomplished athlete showcasing dedication and discipline. Effective communicator and problem solver contributing to operational efficiency and growth.

KEY SKILLS

Professionalism	Compassion	Quality Control	Patience and Adaptability
Strategic Planning	Communication and Collaboration	Inventory Management	Attention to detail
Financial Management	Analytic Skills	Problem Solving	Ability to work under pressure

EMPLOYMENT CHRONICLE

MACHINE OPERATOR AND GODOWN SUPERVISOR | 2020 – 2023 SHOBHA PLASTICS

- Managed organization and storage of goods in the godown.
- Oversaw receiving, inspecting, and dispatching of products.
- Optimized space utilization for efficient storage.
- Collaborated with the sales team to understand product offerings.
- Led and trained warehouse staff for streamlined operations.
- Coordinated with sales and marketing teams for aligned efforts.
- Interacted with customers, addressing inquiries and providing information.
- Supported sales efforts by conveying product benefits to customers.
- Resolved inventory discrepancies and product-related issues.
- Assisted in finding solutions for customer queries and concerns.
- Enforced safety protocols in the godown and during sales activities.

MANAGER AND ACCOUNTANT | 2014 – 2016 LIZZ SUPERMARKET [Co-Owner]

- Supervised supermarket staff, assigning tasks and ensuring smooth daily operations.
- Managed inventory levels, restocking shelves to maintain optimal stock levels.
- Maintained the store's appearance through effective display management and cleanliness.
- Created employee work schedules and managed shift rotations for efficient staffing.
- Maintained accurate financial records and organized financial documentation.
- Assessed risks and contributed to strategies for risk management.
- Engaged in initiatives aimed at expanding the supermarket's customer base and reach.

ACADEMIC CREDENTIALS

**BACHELOR OF BUSINESS
ADMINISTRATION**

2017 – 2020

● **MAHATMA GANDHI UNIVERSITY
ETTUMANOORAPPAN COLLEGE**

B.Sc. BOTANY

2014 – 2017

● **ST. BERCHMANS COLLEGE, KOTTAYAM, KERALA, INDIA**

HIGHER SECONDARY

2014

● **BOARD OF HIGHER SECONDARY EXAMINATION, KERALA, INDIA
ST. ANN'S HIGHER SECONDARY SCHOOL**

SSLC

2012

● **BOARD OF PUBLIC EXAMINATION, KERALA, INDIA
ST. ANN'S HIGHER SECONDARY SCHOOL**

COMPUTER SKILLS

- MS Office Packages
 - Net browsing
 - Basic Operation
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ACHIEVEMENTS & CERTIFICATION

- Achieved athletic championships consistently across multiple years, along with securing a state medal and participating at the national level. Competed in events including javelin throw, discus throw, and shot put.
 - Successful completion of RTA Psychometric tests & RTA English Test from ROADSLINK.
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PROJECTS

- **Mini Project**
Topic: Employees satisfaction with reference to marble and granite industries.
Visiting employees work places and ensuring their safety living conditions etc.
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PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach skills include patience, attentiveness, and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

LANGUAGES KNOWN

- English : Reading, Writing, Spoken Interaction
 - Malayalam : Reading, Writing, Spoken Interaction
 - Hindi : Reading, Spoken Interaction
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PERSONAL DOSSIER

Gender : Male
Date of Birth : 07-06-1996
Nationality : Indian
Permanent Address : Johnson Joseph Anathil (H)
Pathithanam P.O, Ettumanoor,
Kottayam, Kerala, India Pin: 686631

PASSPORT DETAILS

Passport Number : U 5556584
Date of Expiry : 20-12-2031
Place of Issue : Cochin

DRIVING LICENSE DETAILS

Holder of Valid **Indian** Driving License
Driving License No : 5/7728/2014
Class of Vehicle : M/C with gr, LMV

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

JOHNSON JOSEPH