



HARIKRISHNAN SHAJI

ASSISTANT TEAM LEADER



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Ag56 flat-405 Dubai south,
UAE

Education

BACHELOR OF COMMERCE IN
COMPUTER APPLICATION

Mg University
2017-2021

ADVANCE DIPLOMA IN LOGISTICS AND
SUPPLY CHAIN MANAGEMENT

GIIMS Kochi
2022 2023

Languages

- English
- Malayalam

Software Proficiencies

SAP
Tally ERP 9
Excel

About Me

Dedicated and detail-oriented Assistant Team Leader, I have consistently demonstrated a strong commitment to enhancing team performance and operational efficiency. With extensive experience in supervising staff, coordinating tasks, and implementing process improvements, I have effectively contributed to achieving organizational goals and delivering exceptional results. In my role, I have been responsible for overseeing daily operations, ensuring tasks are completed efficiently and accurately. I have assisted in developing and implementing operational strategies to enhance productivity and have been involved in onboarding and training new team members, fostering a culture of continuous learning.

Expertise

- Inventory Management
- Customer Warehouse
- Communication skills
- Order Fulfilment
- Quality Control
- Time Management
- Shipping and Receiving
- Safety Compliance
- Critical Thinking
- Material Handling
- Team Collaboration
- Attention to Detail
- Logistics Management
- Adaptability
- Customer care

Work Experience

WAREHOUSE OPERATIONS

2025 to Present

LIFE PHARMA, UAE

- Overseeing stock levels to ensure accurate and timely order fulfilment.
- Managing the receipt of goods, verifying quantities, and inspecting for quality.
- Organizing products efficiently to maximize space and facilitate easy retrieval.
- Picking and packing orders accurately to meet customer specifications.
- Preparing and dispatching orders, ensuring timely delivery to customers.
- Enforcing safety protocols to maintain a secure working environment.
- Utilizing material handling equipment, such as forklifts, for efficient movement of goods.
- Conducting inspections to ensure products meet quality standards before shipping.
- Leading and training warehouse staff to achieve operational goals.
- Identifying and implementing strategies to enhance warehouse efficiency and productivity.

ASSISTANT TEAM LEADER

2023-2024

DELHIVERY PRIVATE LIMITED

- Supporting the Team Leader in overseeing daily operations and ensuring tasks are completed efficiently.
- Offering clear instructions and guidance to team members to achieve set objectives.
- Tracking individual and team performance, providing feedback, and implementing improvements as necessary.
- Addressing and resolving conflicts within the team to maintain a harmonious work environment.
- Assisting in setting goals and ensuring the team meets or exceeds these targets.
- Onboarding new team members and providing ongoing training to enhance skills and performance.
- Assigning tasks to team members based on their skills and workload to optimize productivity.
- Providing regular updates to the Team Leader on team performance, challenges, and achievements.
- Ensuring effective communication within the team and between the team and management.

MANAGEMENT TRAINEE**2021-2022****ASIANET SATELLITE COMMUNICATIONS LIMITED**

- Supporting managers in implementing new policies and overseeing daily tasks.
- Gaining insights into various departments such as Marketing and Sales to comprehend their daily operations and objectives.
- Handling tasks like data entry and maintaining records to ensure smooth operations.
- Learning about human resources functions, including recruitment and employee management.
- Engaging in the company's strategic planning sessions to understand long-term goals and objectives.
- Aiding in assessing employee performance by preparing reports and analysing data.
- Keeping track of financial metrics to assess the company's financial health.
- Investigating methods to enhance profitability and reduce risks.

■ Declaration

I hereby declared that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

HARIKRISHNAN SHAJI