



CHRISTY PAUL BABY

FILING CLERK

CONTACT

+971 545227401
cpbpaul@gmail.com
Dubai,UAE

UAE Driving License Holder

EXPERTISE

Possesses expert-level proficiency in coordinating with suppliers, customers, shipping lines, freight forwarders, customs, and warehouses to ensure execution of shipments and supply chain operations

Managed customer interactions across phone, email, and in-person meetings, addressing inquiries, resolving complaints, and ensuring quality assurance to consistently meet service level agreements (SLAs) and promptly incorporate feedback.

EDUCATION

Alison ,Ireland
Diploma in Supply Chain Management
(Jan 2023- Sep 2023)

NTTF ,India
Diploma in Tool and Die Making
(2011 June - 2014 Sept)

SKILLS

- Filing
- File Management
- Data Entry
- Legal Research
- Receptionist Duties
- Administrative Assistance

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

PROFILE

Dedicated and experienced filing clerk with a proven ability to organize and maintain both physical and digital filing systems, seeking a position where I can leverage my skills to streamline document management and ensure accurate record-keeping.

WORK EXPERIENCE

Filing Clerk May 2022- Present
Myeco Solutions LLC , Dubai

- Excellent time management, attention to detail, ability to prioritize tasks.
- Experience with various filing systems (paper, electronic), document retention policies, and confidentiality.
- Proficient in using word processing software, databases, and document management systems.
- Effective verbal and written communication skills, customer service experience.
- Teamwork, problem-solving, and critical thinking.
- Include answering phones, preparing mailings, or assisting with other administrative duties as needed.

Extrusion Specialist

Mattex LLC ,Dubai March 2018- November 2021

- Operated and maintained extrusion machinery, ensuring optimal performance and adherence to safety protocols, resulting in a 15% increase in production efficiency.
- Monitored product quality during the extrusion process, identifying and resolving defects to maintain compliance with industry standards and reduce waste by 10%
- Collaborated with cross-functional teams, including quality assurance and maintenance, to implement process improvements that enhanced product consistency and reduced downtime.
- Managed inventory control within the warehouse, ensuring accurate stock levels and timely replenishment to support uninterrupted extrusion operations
- Performed routine maintenance and troubleshooting on extrusion machinery, ensuring minimal downtime and extending equipment lifespan through proactive upkeep

Operations Coordinator

January 2016-September 2017

OEN INDIA LIMITED ,KOCHI

- Led cross-functional teams in coordinating production schedules and warehouse logistics, ensuring seamless operations and timely product delivery
- Implemented process improvements that enhanced production efficiency by 15% and reduced warehouse inventory discrepancies by 10%
- Managed resource allocation and budgeting, optimizing the use of materials and labor to achieve cost savings and maintain quality standards

Assistant Project Manager

July 2015-January 2016

FCI Technologies,Kochi,India

- Coordinated project schedules and resources, ensuring timely completion of deliverables and efficient allocation of personnel and materials.
- Assisted in budget management, tracking expenses and implementing cost-saving measures that resulted in a 10% reduction in project expenditures.
- Facilitated communication between stakeholders, including clients, contractors, and team members, to ensure alignment and address issues promptly.

INTERNSHIPS

Digital Marketing Consultant

UBL GROUP,Dubai,UAE (Jan 2022- March 2022)

- Developed and implemented targeted social media campaigns, resulting in a 25% increase in engagement and a 15% growth in follower base over three months
- Conducted comprehensive market analysis to identify emerging trends, providing actionable insights that informed the strategic direction of client marketing initiatives.
- Collaborated with cross-functional teams to optimize website content for SEO, improving organic search rankings and increasing site traffic by 20%.

Tool Designer

SMIIEI -Motherson Sumi System ,Ltd Noida, India (April 2014- June 2015)

- Developed detailed 2D and 3D tool designs using CAD/CAM software, ensuring precision and adherence to engineering specifications.
- Collaborated with engineering teams to create innovative tool solutions, enhancing manufacturing efficiency and product quality.
- Conducted design analyses and simulations to validate tool performance, leading to a 15% reduction in production errors.

REFERENCES

V .C JOHN
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