

# Naveen Joseph Laiju

Supervisor

## Contact

### Address

Edmonton, AB T5T2M3

### Phone

+1 3433273499

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## Skills

Schedule development

Operations Management

Inventory Control

Data Analytics

Staff Development

Accomplished Supervisor focused on meeting customer expectations and achieving company goals. Drives success by directing high-producing teams while developing lasting employee rapport. Exceptional knowledge of cost-reduction methods and streamlining production processes.

## Work History

2020-12 -  
Current

### Supervisor

*Safai Maintenance Inc, Calgary, AB*

- Mentored junior staff members in their career development, sharing knowledge from years of experience in the field.
- Increased team productivity by implementing efficient workflows and setting clear expectations for staff members.
- Established performance metrics for the team, consistently tracking progress towards goals and making adjustments as needed.

2020-01 -  
2020-12

### Personal Care Aide

*1281, Grace St., Moose Jaw, SK*

- Monitored vital signs regularly, keeping accurate records and reporting any concerns to healthcare providers promptly.
- Proactively addressed potential safety hazards in clients' homes by identifying risks and implementing preventive measures.
- Documented observations on client behavior patterns regularly to track progress over time or identify potential areas requiring intervention.

2018-01 -  
2019-08

### Assistant Manager - Supply Chain & Warehouse

*Global Exim India, India*

- Developed strong working relationships with staff, fostering a positive work environment.
- Promoted teamwork within the workplace by encouraging collaboration among staff members on various project tasks.
- Facilitated clear communication between

employees and upper management through regular meetings and updates.

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## Education

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2020-07

### **Post Graduate Certificate Program: Business Management**

*Saskatchewan Polytechnic - Moose Jaw, SK*

2015-07

### **Bachelor of Business Administration**

*Sienna College of Business Studies - India*