



## ASHWIN MADATHIL

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### STRENGTHS

- Optimistic.
- Honest.
- Hard Working
- Self-Motivated
- Adaptability.

### PERSONAL SKILLS

- Interpersonal Skill.
- Communication Skill.
- Emotional Stability.
- Group Involvement.
- Quick Learner.
- Time Management.
- Cash handling.

### HOBBY

- Travelling.
- Listening to Music.
- Watching to Movie.

### PASSION

- Hospitality
- Customer Service
- Learning new things.

### LANGUAGE COMPETENCY

- English
- Malayalam
- Tamil
- Kannada
- Hindi

### CAREER OBJECTIVE

To contribute my skills in the challenging environment of a professionally managed reputed organization which offers significant responsibilities and opportunity for growth and learning to achieve personal goals.

### MYSELF

I am a person with enthusiasm and a positive attitude who works with determination in every task undertaken and succeeds with excellence. I am confident and creative in nature. I also can tend to the needs of the customers with care and concern, and I am sure with my candidature and strengths I will work for the best.

### ACADEMIC QUALIFICATION

- Diploma in mechanical engineering in 2016.
- Pre university from Karnataka state board in 2013.
- SSLC from Karnataka state board in 2010.

### CURRENTLY WORKING

- Currently working with WEONE (A DP world company) as a Team Leader as well as Billing clerk at Jebel Ali, UAE.

### DUTY AND RESPONSIBILITY AS TEAM LEADER

- Currently a team leader
- My daily routine is to make sure that everyone has boarded the bus before it leaves for the work location.
- To take attendance of the employee in the shift briefing on safety.
- To allocate employees in different locations and then maintain the time sheet of the employee and mail it to the respective supervisors.
- Monitoring the employee.

### DUTY AND RESPONSIBILITY AS BILLING CLERK

- Preparing and issuing invoices for shipping lines.
- Collecting payments from customers for port services such as cargo handling, storage, container handling & repairing cost and related fees.
- Maintain accurate organized billing records and handling petty cash.
- Record payments and update account receivable ledger.
- Preparing daily, weekly and monthly financial reports for management, summarizing cash transactions.

### WORK EXPERIENCE

- Have worked in Customer Seva Desk (team Leader support service) in future group.
- Have worked as a fashion consultant as well as guest relation executive (GSE) in central mall.
- Have worked as merchandiser as well as customer service with All Day Mart.

### PERSONAL DEALS

Name : Ashwin Madathil  
Date of Birth : 12/04/1994.  
Nationality : Indian.  
Sex : Male.  
Marital Status : Unmarried.  
Permanent Address : Puthan purayil house(po) pathayakunnu pattiam  
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**ASHWIN MADATHIL**