

RESUME



SENSON THOMAS MATHEW

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PERSONAL DETAILS

Date of Birth : 14.06.1982

Religion : Christian

Nationality : Indian

Passport No. : Y6595779

Address :

Senoline
House No.49/A
Amman Nagar
Pattathanam P.O.
Kollam 691021

Languages Known :

* English * Malayalam
* Hindi * Arabic

Fields of Interest

* Hospitality
* Aviation
* Electronics Technology
* Technology Oriented
* Innovative

OBJECTIVES

Efficient, resourceful and organised individual with over 12+ years of experience in providing businesses with support in a number of operational areas, always to keep them running at optimal levels. Ability to establish core organisational and departmental goals and procedures, pertaining to the needs of the company.

WORK EXPERIENCE

AL WAAL SHOPPING CENTRE, QURIYAT, OMAN - 2012 TO 2023

- * Worked as Manager and Administrator in following posts.
 - Retail Store Manager
 - Supermarket Incharge
 - General Supervisor
 - Handling Cash Counter and POS System.
 - Department Manager, Electronics Division, Cosmetic division, Foodstuffs , Fresh fruits and Vegetable division.
 - Merchandiser in General
 - Purchase Manager and Delivery Receiver
 - Barcode entry and related matters
 - Filing of invoice of purchase
- Maintaining payment to the suppliers within credit period.
 - Ensure customer complaints were resolved quickly and efficiently.
 - Cashier, Front End Manager, Grocery manager.
 - Ordered and maintained acceptable levels of stock by anticipating sales.
- Customer relationship , customer care oriented attitude.

**MARTHAFATHAL MUSEILAH TRAD Restaurant & Coffeeshop –(Perfect Golden Tower S.P.C),
QURIYAT, OMAN - 2009 - 2012**

- Worked as Manager and Administrator of Restaurant and Coffee Shop
- Worked as Cashier
- Purchasing of essentials
- Customer dealings.
- Maintaining stocks of materials related to
- Maintaining payment to the suppliers as per their norms
- Ensured the cleanliness of all food and beverage facilities including the restaurant, lounges, banquet rooms, storage rooms and kitchen.
- Maintained property records
- Provided Executive support to the owner.
- Maintaining backup stocks of Food and raw materials and beverages thinking in advance , considering sales on special occasions especially.

EDUCATION

- * Bachelor Degree in Pharmacy - March 2009. N.G.S.M.I.P.S. Mangalore, Karnataka State.India
- * Plus Two - March 2002, St. Johns School, Anchal, Kollam District.Kerala.India
- * SSLC - March 1999, Mount Bethany High School, Mylapra, Pathanamthitta District.Kerala.India

COMPUTER KNOWLEDGE

- | | |
|-------------------|--------------|
| * Microsoft Word | * M.S.Office |
| * Microsoft Excel | * Windows |

SKILLS

- | | |
|-----------------------|-------------------------------|
| * Communication | * Strong interpersonal Skills |
| * Problem Solving | * Team Work |
| * Numeracy Skills | * Time Management |
| * Customer Assistance | * Hard Working |

HOBBIES

- | | |
|---|-------------------|
| * Electronic Gadgets | * Football |
| * Basket Ball | * Listening Music |
| * Passion towards innovative technology and electronics | |

DECLARATION

I hereby declare that the above given information are true in the best of my knowledge and faith. I do my best for enhancing the value of this institution.

Place : Kollam

Date : 10.09.2023

SENSON THOMAS MATHEW