

RESUME



✉ dixon.george67@gmail.com

☎ +971 52 279 5575

📍 Sharjah, United Arab Emirates

DIX C GEORGE

Address:

Sharjah - UAE

Date of Birth

02-Jan -1992

Sex

Male

Marital Status

Single

Nationality

Indian

Languages Known

English

Hindi

Malayalam

Tamil

Passport Details

Passport No :S8127249

Visa Status

Residence

Skills

Team work

Communication

Negotiation

Analytical Thinking

Leadership

Listening

Quick to Learn

Joining Status

Immediate

To seek employment in a dynamic and challenging environment with potential career growth, where my diversified competencies and unique skills can be utilized for assures growth and betterment of the organization

TECHNICAL QUALIFICATION

● Diploma in Marine Mechanical Fitter

College of Marine Technology - 70% Marks (2011)

● NCVT Certificate Electrician

Govt ITI - 68% Marks (2016)

COMPUTER KNOWLEDGE

● MS Office (Word,Excel,Outlook)

● Basic Hardware,Networking

● Software Installation

EDUCATIONAL QUALIFICATION

● Plus Two

68% Marks (March -2009)

● SSLC

65% Marks (March - 2007)

EXPERIENCE

Office Admin (Nov 2019 - till date)

Core Metal L.L.C, [Coremetal Group of companies] Sharjah U.A.E.

- Handled incoming calls and correspondence
- Office Support & Co ordinating office activities
- Preparing cash & cheque collection receipts
- Assisting sales team in preparing Quotations
- Keep Stock of office rquipments and place order necessary items
- Preparing LPO s for local purchase requirements of the company.

Warehouse Storekeeper (2017 - 2019)

Pasons Supermarket L.L.C Jabal Ali

- Receive and inspect incoming materials and supplies, ensuring they meet the required quality and quantity specifications.
- Organize and maintain the storage area, ensuring proper labeling, categorization,and safe placement of materials.
- Maintain accurate records of all incoming and outgoing materials, including quantities,pricing,labeling, specifications, and storage locations
- Coordinate the handling of freight,the movement of equipments and necessary minor repairs.

Worked as Marine Mechanical Fitter in Cochin Shipyard

Mohammed & Sons Marine Contractors , Kerala, India

- Monitoring of machinery to ensure efficient operation
- Maintance of Valves, Pumps, Cooler etc
- Troubleshoot and maintanance of Engine
- Compliance of all aspects of health and safety and safe work practice.
- Set to work by the use of test equipment.

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