

CURRICULUM VITAE

GEORGE STEPHEN



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Present Address

G14, "B" Block, Building R415,
Muhaisinah -4, UAE
Phone: 04 3252411

Personal Data

Nationality : Indian
Religion : Christian
Marital Status : Married
Language Spoken: English, Tamil

Passport Details

Passport number – U 0818115
Place of Issue – Dubai
Date of issues – 24/08/2020
Date of Expiry – 23/08/2030

Visa Status - Residence (Spouse)

Date of issues – 20/06/2022
Date of Expiry – 19/06/2025

UAE Driving License – Dubai

License No: 3748323 LV

Hobbies

Listening to music
Playing chess
Foot ball
Gardening
Body Building

Career Objective

A dedicated and experienced Technical personal with strengths in reporting, Back Office Operation, MIS, Document and data management, Inventory and Store Management fleet management and a flair for consignment organization. I take my duty seriously, a people person who is willing to work in any challenging environment.

Areas of interest

- Inventory Management, ERP, SAP
- Document and Data Entry Management
- Back Office Operation
- Admin and Operational Management
- Store Management

Technical Skills

Operating Systems : Windows 2016 & 365, SAP ERP
Package : Microsoft Office eBiz Net, SUN
Packages, Simplify, Clarifies,
SAP

Certified Course's : 1. Ms. Office Specialist in Excel @ 2016
2. Ms Office Excel Advanced – Sep
2019 (Formatech Integrate learning
Centers)

Professional Experience

1. **From July 2013 to Jan 2022 – Technical Assistant(SAP) In Dubai Electricity and Water Authority – Dubai Government Dubai**
 - **SAP** – Project PED entry management
 - Back Office Operation, MIS- Reporting
 - Ordering and execution Job details
 - Coordinator in PED Department
 - Reporting and management of daily activities
 - Invoicing and Billing execution in **SAP**
 2. **From Nov 2010 to May 2013 – Procurement cum billing in charge – Medical Specialist Centre – Dubai**
 - In charge of Store Maintenance and Management
 - Provision of supply to the departments
 - Regular stock taking
 - Inventory management
 - Goods ordering and supplying
 - Billing service for patient with finance team
 3. **From Oct 2007 to Sep 2010 – Warehouse supervisor in Reliance Info. Comm. Limited**
- Responsibilities**
- In charge of security detail at the premises
 - Provision of access control to warehouse

- Regular stock taking
- Inventory management
- Goods tracking
- Developing new duty rosters for handlers
- Scheduling maintenance charts for all vehicles

4. **From May 2006 to Oct 2007 – Warehouse Billing Team Leader in Reliance Info Com Limited**
5. **From Dec 2003 to Feb 2006 – Warehouse System Operator in Kaveri Warehousing Pvt Limited**

- Supervision and leadership to decentralized staff responsible for orders.
- Perform timely placement of purchase orders and supplies.
- Computer literate and good communication skills.
- Work effectively with and/or without a team.
- Ability to meet deadlines, and handle multiple priorities.
- Operate various power tools. Ship UPS On-line for pick up.
- Certified Forklift Operator.
- Computer skills include: Microsoft Windows, Word and Excel

Personal Skills

- Good communication and effective team player
- Time Management.
- Self-driven, Energetic and Quick learner
- Leadership Quality.
- Adaptable to new situations and environment

Education

- Master of Arts in History (2003-05)
- Bachelor Degree in Mathematics (1996-1999)
- MS Office 2016

Yours truly
GEORGE STEPHEN