

# CURRICULUM VITAE



## MATHEW JOHN

UNITES ARAB EMIRATES (UAE).

### CONTACT

Mob: 00971-564620797,562889381.

Email : johnindia100000@gmail.com

### ACHIVEMENTS

SIRA : SG148054  
BLS : 143678/29081981.  
BFST : 113597/29081981.  
Fitness :

### VISA DETAILS

Visa Status : Eployment Visa

Expiry : 02-10-2024

### PASSPORT DETAILS

Place of Issue : Trivandrum

Date of Expiry : 25-07-2027

### PRESENT ADDRESS

Umm Al Quwain

Unites Arab Emirates (UAE).

### PERSONAL PROFILE

Father Name : George Mathew  
Date of Birth : 29-08-1981  
Gender : Male  
Nationality : India  
Marital Status : Married  
Religion : Christian  
Hobbie : Agriculture,Birds

### LANGUAGES KNOWN

Writing : Reading : Speaking

English,Arabic,Hindi,Malayalam

Job applied for : Office Assistant / Storekeeper.  
Work of Department : Warehouse & Office.  
Total Experience : 23,Years  
Country of Experience : UAE,Kuwait.

### CAREER OBJECTIVE

Store Keeper with more than 10,years of experience Hardworking Warehouse Associate with excellent materials handling, store keeper and shipment preparation skills. Experienced in picking orders, assembling pallets and preparing containers. Delivers accurate inventory counts and maintains detailed warehouse records. Effective communication with excellent planning, organizational and problem-solving skills focus on Improve sales with excellent relationship management skills.

### SKILLS

- Excellent Computer Skills (MS Office & Word,Power Point,Photoshop,Net Browsing).
- Excellent Communication Skills
- Diploma in Air Condition Technician (Mechanical / Electrical) Skills
- Diploma in Welding Technology (IIWT) Skills
- Heavy Equipment Operator (Forklift Operator) Skills
- Excellent Driving Skills.

### PROFESSIONAL QUALIFICATIONS

- New India Institute of Heavy Equipment,Kerala,India (Year,2013) (**DIPLOMA**).
- Institute of Welding Technology (IIWT) Euro Tech Engineers Govt of India (Year,2011) (**DIPLOMA**).
- The Multi Purpose Industrial Training Center (Air Condition & Refrigeration) Kerala,India (1999/2000) (**I.T.I**).
- NSS.Computer Training Center Kerala,India (Year,1998) (MS Office,Power Point,Photoshop,Net Browsing).

### ACADEMIC QUALIFICATIONS

- Security Industry Regulatory Agency (**SIRA**) United Arab Emirates (UAE) Year,2023.
- Basic Life Support (BLS) United Arab Emirates (UAE) Year,2023.
- People of Determination (POD) United Arab Emirates (UAE) Year,2023.
- Basic Fire Safety Training (BFST) United Arab Emirates (UAE) Year,2023.
- Security Guards Physical Fitness Test (SGPFT) United Arab Emirates (UAE) Year,2023.
- GRADE,10 Marthoma High School Kerala,India (Year,1997).

### WORK EXPERIENCE

- Working in Max Metal Manufacturing LLC,UAE.as a Warehouse Supervisor / Forklift Operator,2022 Still.....
- Worked in Foor Seasons AC Spare Sparts Co.Kuwait as a Store Keeper cum Driver,2015 to 2020.
- Worked in AL-Rawan Air Condition & Cont.Est,Kuwait.as a Data Entry Clerk,2000 to 2015.

### DUTIES AND RESPONSIBILITIES

- Take delivery of all incoming materials and reconcile with purchase orders.
- Track,document, and resolve any discrepancies on received orders.
- Manage inventory / supplies and ensure they are within the established minimum and maximum.
- Responsible for packing, pricing, labeling, and returning supplies.
- Responsible for stock rotation and coordinate the disposal of surpluses.
- Oversee the handling of freight, the movement of equipment, and minor repairs.
- Create purchase orders and utilize purchasing card to perform low-value procurement activities.
- Responsible for shipping canceled or damaged items back to suppliers as appropriate.
- Able to follow standards for issuing and receiving stock within the store's area of operation.
- Welcome clients and offer them refreshments.
- Transcribe, record, fax and file documents.
- Maintain filing, database systems, and inventories.
- Operate office equipment such as photocopiers and fax machines.
- Communicate with clients and employees, and respond to any queries or complaints.

### DRIVING LICENSE DETAILS

- Dubai Forklift Operator : Issue Date-2023 / Expiry Date-2025.
- Kuwait LMV : Issue Date-2000 / Expiry Date-2020.
- Indian HMV/FORKLIFT,XCVATOR : Issue Date-2013 / Expiry Date-2025.
- Indian LMV : Issue Date-2000 / Expiry Date-2025.

### DECLARATION

The information given above is to my knowledge and fidelity i assure you that i will be a very sincere and dedicated person in fulfilling my duties and responsibilities i look forward to your consideration Thankyou.

Place : UAE.

Date:

Yours Faithfully  
Mathew John.