



# Tiju Issac Mathews

## Operations Manager

Self-starting **Operations Manager** with **11+ Years experience** in supervision of workover and completion operations. Adept at directing work of completion consultants and completion supervisors. Successful introducing lean manufacturing to increase productivity and cut costs of completion. Well organized, attentive to detail and vigilant in achieving safety and environmental impact reduction objectives.

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📞 0566283169

📍 Electra Street, Abu Dhabi, UAE

📅 22 April, 1990



## SKILLS

Team Collaboration

Quality Education

Invoice Processing

Writing Concepts

Group and Individual Instruction

Digital Literacy

Hands-On Learning

Performance Monitoring and Evaluation

Project Development

Resource utilization

Preparation of purchase order.

Movement analysis.

Staff Management

Staff Training



## TECHNICAL SKILLS

MS Office

Word | Excel | PowerPoint



## LANGUAGES

English



Malayalam



Hindi



## WORK EXPERIENCE

### Operations Manager Techius Solutions

08/2018 - 01/2023

Pathanamthitta, Kerala, India

#### Duties & Responsibilities

- Tracked trends and suggested enhancements to both challenge and refine company's product offerings.
- Monitored daily cash discrepancies.
- Reduced budgetary expenditures by effectively negotiating contracts for more advantageous terms.
- Introduced new methods, practices, and systems to reduce turnaround time.
- Set, enforced, and optimized internal policies to maintain responsiveness to demands.
- Established positive and effective communication among unit staff and organization leadership, reducing miscommunications, and missed deadlines.

### Backend Operation Officer Prompt Scales & Services

07/2014 - 06/2018

Kottayam, Kerala, India

#### Duties & Responsibilities

- Adaptable and proficient in learning new concepts quickly and efficiently.
- Proved successful working within tight deadlines and a fast-paced environment.
- Developed strong communication and organizational skills through working on group projects

### Administrative Officer Escube Technologies Pvt. Ltd.

07/2011 - 05/2014

Ernakulam, Kerala, India

#### Duties & Responsibilities

- Executed record filing system to improve document organization and management.
- Developed strategies to streamline and improve office procedures.
- Assisted development and implementation of new administrative procedures.
- Managed department budgets and generated financial reports for management review.
- Ensuring office inventory activities by ordering and requisitions and stocking and shipment receiving.



## AREAS OF INTEREST

- Office Administration
- Management
- Event Coordination









## SOFT SKILLS

- Communication
- Curiosity, innovative thinking, and creativity
- Adaptability
- Analytical
- Project management
- Critical Thinking



## INTERESTS & HOBBIES

-  Travel
-  Music
-  Reading
-  Photography
-  Movies
-  Automotive enthusiast



## EDUCATION

### Bachelor of Arts (English Language & Literature)

Baselius College

2008 - 2011

Kottayam, Kerala, India

### Higher Secondary

St. John the Baptist's Higher Secondary School

2006 - 2008

Kottayam, Kerala, India

### Matriculation

CMS High School Kottayam

2006

Kottayam, Kerala, India



## STRENGTH & QUALITIES

- Commercial Awareness.
- Teamworking Skills.
- Caring about other people.
- Collaborating and working well together with others.
- Conflict management and resolution skills.
- Encouraging and inspiring people to do their best.
- Comforting people when they need it.



## DECLARATION

I genuinely declare that all the facts mentioned above are true to my faith, and I am answerable for its accuracy.