

## CAREER EXPERIENCE DETAILS ( 7 + YEAR )

### Sunrise City Supermarket LLC ,Dubai



#### Assistant Buyer

September 2020 - To Date

- Carrying out storehouse & inventory management and monitoring the replacement of stock items by raising purchase indents.
- Monitoring the orders with the Vendors and following up the shipments.
- Monitoring the Store Level Sales to ensure that the Store Sales are in line with the Targets, if not need to work with Retail Team to understand the reasons for the Gap and take necessary actions.
- Meeting with vendors and clients to negotiate the best contracts.
- Updating all records of purchased products.
- Inspecting purchased products upon delivery and reporting any issues timely.
- Coordinate with the promotion (Weekly, Monthly).

#### HR Executive

November 2015 –August 2020

- Assist with day-to-day operation of the HR functions and duties.
- Provide clerical and administrative support to HR Manager (Trade License, Tenancy Contract, Pork Permit, Pest Control, Post Office Renewal).
- Coordinate with PRO department for labor and immigration work.
- Maintaining HR files and documents as well as employee information, database related file and record into a central database.
- Assist and process payroll preparation by providing relevant data handling timekeeping and monitor late and absents of all staffs.
- Assist In WPS (UAE Exchange & FAB).
- Preparing Final settlement, leave salary and all employee benefits, advertising vacancies, short listing resumes.
- Coordinating with the insurance department for staff insurance (Group life/ Medical) Addition & Deletion.
- Coordinating with vehicle Mulkia, Renewal, Insurance renewal.

### Air India Express, Trivandrum



#### Trainee Technician

April 2014 -September2014

- Involved In Base Maintenance and carrying out phase check (500hrs and C Check on B737-800NG fitted with CFM56-7B Engine.
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### Go Airlines India Pvt Ltd, Patna



#### On Job Trainee

April 2013 -September2013

- Involved in line maintenance on Airbus A320-214 fitted with CFM 56-5B engine.



## Gibin C Mathew

Professional with UAE & Indian Experience

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DOB : 10-Aug-1991

Language : English, Malayalam, Tamil, Hindi

Driving License : UAE & India

## OBJECTIVES

To work with an organization offering responsible, challenging, and creative work profile, a conducive work culture and continuous learning environment, where my knowledge and technical expertise can be utilized and honored.

## EDUCATION

### 2015- Diploma In MS Office

G-Tec Computer – Kottayam

### 2014 -Bachelor Of Business Administration

Zen Institute – Coimbatore

### 2012- Aircraft Maintenance Engineering

Nehru College Of Aeronautics

### 2010- Higher Secondary

MGM NSS HSS-Kottayam

### 2008- Secondary Education

Santa Maria Public School- Kottayam

## SKILLS & KNOWLEDGE

- Record Keeping
- Admin Support
- Hr Works
- Payroll
- Relationship Building
- Negotiation
- Team Player
- Problem Solving
- Data Entry
- Vendor Management