|  |  |
| --- | --- |
| **MANI EDEYILLAM KARICHERY** |  |

**CAREER OBJECTIVE**

Seeking assignments in Office Administration, Accounts Assistant, Logistics, and Store keeping with reputed organization to exploit my potential skills and professional knowledge with excellence to benefit organization and for my personal career growth

**SUMMARY OF QUALIFICATION**

* 18 years experience in India & UAE
* Experienced Office Administration,Accounts Assistant, Logistics & Store keeping
* Graduate in B com

**PROFESSIONAL EXPERIENCE**

**1. Designation : Office Administration cum Logistics**

**Company : Puranmal Group, Dubai, UAE**

**Duration : March 2012 to April 2016**

**Job responsibilities:**

* Day to day analysis of all functions in the factory and reporting to head office
* Maintain Quality and Food Safety Management Systems of the factory
* HACCP Assistant Team leader
* In charge of all incoming and outgoing material movement
* In charge of all company vehicles
* Monitors all procedures in the production to ensure all areas are going smoothly.
* Assisting HACCP Team leader for Internal Audit
* Provide Hygiene Induction Training for the new staffs. Day to day control and maintenance of the HACCP system

**2. Designation : Section Manager**

**Company : Total Hyper Market Bangalore India**

**Duration : Feb 2007 to Jan 2012**

**Job responsibilities:**

* Over all in charge of the section ( Cutlery and Utensils )
* Supervising day to day functions and reporting to Floor Manager
* Conducting monthly inventory
* Preparing order sheet according to requirement
* Maintaining Quality and applying FIFO system
* Co-ordinate with Floor Manager to solve customer complaints

**3. Designation : Accounts Assistant**

**Company : CGI MNC Bangalore India**

**Duration : 9 Years and 7 months**

**Job responsibilities:**

* Assisting and Reporting Senior Accountant
* Organizing Infrastructure facilities to the employees
* Over all in charge for transport facilities to the employees
* Preparing monthly Reports

**CERTIFICATES & TRAINING**

* **Person In Charge Certificate Delivered by TSI Dubai**
* **First Aid and Fire Fighting Level 01 Delivered by BFTC Dubai**
* **Basic Food Hygiene Training** Delivered By Al Safa Consultancy Dubai

**PROFESSIONAL QUALIFICATION**

* **B com with Hotel Management** from Calicut University, India

**Technical**

Diploma in Computer Application

**PERSONAL INFORMATION**

Date of Birth : 21.02.1975

Nationality : India

Sex : Male

Marital status : Married

Linguistic abilities : English, Hindi, Tamil, Kannada & Malayalam

**Job Seeker First Name / CV No: 1838604**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

