CURRICULAM VITAE

MATHEW

MATHEW.1278@2freemail.com

Objective

Seeking a challenging career by occupying a suitable position, utilizing my skills and experience to contribute towards the progress of the organization and simultaneously have the prospects for professional growth and development of my career.

Personal Details

Nationality : Indian

Sex : Male

Date of Birth : 10.10.1975

Marital Status : Married

Date of expiry : 17.06.2019

Visa Status :Employment

Driving License : Valid UAE Driving License

Languages Known : English, Hindi & Malayalam

Education Qualifications

Bachelor of Arts (B.A.) Degree in English Language & Literature from the University of Kerala (1996).

Professional Qualifications

Certified Supply Chain Professional by International Purchasing and Supply chain Management Institute (IPSCMI).

2 Years full time Post Graduate Diploma in Computer Application(PGDCA) from Lakhotia Computer Center, Kerala, H.O. Kolkata India.

Passed Kerala Govt. Technical Examination in English Type Writing.

Professional Experience

Total over 18 years experience

February 2011 To Present (more than 6 years)

Employer : M/s. Dabur International Ltd, Dubai, UAE

Position : Marketing Officer

May 2010 To Jan 2011

Employer : M/s. Al Shafar General Contracting LLC, Dubai, UAE

Position : Procurement Executive

April 2009 To March 2010

Employer : M/s. Proscape LLC, Dubai, UAE

Position : Office Administrator

Project : The Burj Khalifa (Worlds Tallest Tower - Emaar)

August 2008 To April 2009.

Employer : M/s. Belco Contracting LLC, Dubai, UAE

Position : Executive Secretary

May 2005 To August 2008.

Employer : M/s. Bu Haleeba Contracting LLC, Dubai, UAE

 (A leading Civil Contracting Company in Dubai)

Position : Secretary (For Consultant & Main Contractor Offices)

March 2001 To April 2005.

Employer : M/s. M.L. Bhansali & Co Chartered Accountants Faridabad, India

Position : Legal Secretary cum Accounts Assistant

Jan 1999 To Feb 2001

Employer : M/s. Sree Sai Publication, Kerala-India.

Position : Secretary cum computer Operator.

Work Profile - Current

 MIS Reports, Advertisement & Promotions expenses management.

Preparation of MIS reports and various analysis reports of primary & secondary sales.

Budget preparation for primary sales.

Market data analysis.

Preparation of service orders and service entry in SAP.

Verification and processing of invoices which includes, TV Media, Radio, Print Media, Social Media, Creative agencies, etc.

Media Plan preparations & media bill verifications.

Finished goods Code & Vendor code initiation

Work Profile - Previous

Preparing Letter of Intents, Subcontract Agreement and other contractual correspondences.

Preparing comparison statements for different suppliers and subcontractors.

Coordinating day-to-day office administrative activities.

Independently handling all types of correspondences through letters, e-mails & telephone.

Arranging meetings and preparing minutes of meeting.

Creating computerised formats & formulas.

Receiving, sending documents in systematic way and keeping updated logs.

Interacting with the consultants, clients & subcontractors.

Preparing project bills and Invoices.

Preparing tender documents, inviting tenders from subcontractors & suppliers and maintaining database for evaluation.

Making online applications to different Government authorities.

Resource graph monitoring.

Preparing Daily, Weekly & Monthly Progress Reports.

Making queries and inspection requests.

Maintaining petty cash.

Preparing bills.

Preparing legal documents and applications.

Maintaining the books of Accounts.

Preparing Balance sheet and profit and loss Account

Personal Strength

Complete involvement in the working environment.

Quick learning ability.

Utilizing computer skills for simplifying the works (Well-versed with Excel advanced formulas).

Excellent Web searching ability.

Computer Proficiency

MS-Windows all versions, MS-Word, MS-Excel, MS-Power Point, Outlook, SAP, Star Office, Adobe Photoshop, Adobe Pagemaker, C & C++ Programming, Foxpro Programming, Internet, E-mail etc.

Declaration

I do hereby declare that the above information is true and correct to the best of my knowledge and belief. If you are giving me chance to work with your organization, I assure you that I will discharge all my duties to the entire satisfaction of the management.