

CURRICULUM VITAE



George Mathew

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(Own Residence Visa) Can join immediately

Profile Summary

I can work under pressure with excellent considerable pride in work quality with a willingness to commit the hours required to effectively accomplish and maintain work deadlines. I am also quick to appraise the new situation and learn new assignments. Besides I can get along well with people at all levels and have a strong ability to persuade others to give their best. Having more than **18 years** of experience in **Office Administration & Logistics**.

Technical Skills

- Communication skills
- Strong understanding of shipping & receiving processes
- Time management skills
- Oracle and ERP System
- MS OFFICE (Word, Excel & PowerPoint)
- Designing flyers, brochures, etc...
- Typing Skills
- Dependable & hard-working
- Ability to work as a valued team member
- Good inventory & shipping tracking skills

Educational Qualification

Post Graduate Diploma in Business Administration (Office Management) – PGDBA from National Institute of Business Management (2012 – 2013)

Technical Qualifications

- **Diploma in Computer Programming & PC Applications** from Computer Point (1990)
- **Typewriting English (Higher)** from Board of Technical Examination, Govt. of Kerala (1989)
- Holding Valid **UAE Driving Licence for Light Vehicle**.

EMPLOYMENT PROFILE

OFFICE ADMINISTRATOR

Organization : Dezire Project Consultant, Dubai

Duration : 3rd December 2017 – till date

Job Profile:

- Preparing for annual leave approval for Office Staff from Admin Dept. and Managing Director.
- Preparing of Payroll and Leave salary calculation.
- Obtaining flight tickets and arranging courier services for the management.
- Providing clerical support and high-level administrative services when requested by the staff.
- Advising coworkers of proper compliance and daily tasks.
- Ordering all office supplies including stationery, business cards, pantry items, etc.
- Maintain contact lists and update the documents (validity of visa and passport)
- Prepare and distribute correspondence memos, letters and forms
- Develop and maintain a filing system (digitally and manually).
- PRO services (Departments like Medical Fitness, Emirates ID, Labour and Immigration related to staff visa).
- Coordinating with Insurance companies for renewing and maintaining Medical Health Insurance.
- Liaising with all offices for effective management of appointments and meetings.
- Payments to all related services like DEWA, Land phone, Salik Tag, Internet and Mobile bills.
- In and Out Cash flows handling, Bank Deposits, maintaining the petty cash and preparation of cheques.

OFFICE ADMINISTRATOR / OPERATIONS

Organization : Saifee Ship Spare Parts & Ship Chandlers L.L.C. Dubai, U.A.E.

Duration : 3rd February 2001 – 28th September, 2017

Job Profile:

- Respond to and follow up sales enquiries and preparing quotations using appropriate methods
- Works in conjunction with the warehouse supervisors.
- Update and maintain delivery/shipment schedule.
- Coordinating with shipping lines and freight forwarders for quotation and follow-up the shipment in case of export.
- Handling customer requests, monitor sales quotes, answering their telephone queries and problems.
- Communicate changes to schedules or information in an accurate and efficient manner to whom it concerns
- Ensuring an efficient and up to date filing of company policies and operations procedures.
- Developing key databases and reference catalogues for the Logistics function
- Reported all inventory and shipment issues to supervisor immediately.
- Good knowledge of office management systems and procedures

COMPUTER OPERATOR

Organization : Jalal Typing Office, Dubai, U.A.E.

Duration : September 1992 to January 2001

Job Profile:

- Preparing Labour & Immigration form in Computer.
- Preparing Quotations, all types of Job Applications forms, Agreements, Bills, Leave Letters and other office related letters.
- Typing according to the choice of the customers and making formats of Visiting Cards, Letterheads, Greeting Cards, etc. for the Advertising firms.