

# CURRICULAM VITAE



**LIJO JOSEPH. C.**

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**Mob** : +971567372287

## **OBJECTIVE**

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As a young and dynamic Personal looking for an excellent opportunity that can expose my technical knowledge and hard working capacity. I am strongly inclined to work in challenging projects that demand a high level of energy and expertise for me and also satisfy my quest for learning.

## **PERSONAL SKILLS**

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Comprehensive problem solving abilities, excellent verbal and written communication skills, ability to deal with people diplomatically, willingness to learn, team facilitator.

## **WORK EXPERINCE**

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**2020 – 2021**

**Team Leader**

**@ TATA HYSON MOTORS ,GURUVAYOOR - KERALA.**

- Developed division's main objectives and sales targets.
- Managed the structuring and closing of the deals with new customers.
- Compiled and maintained comprehensive customer profile.
- Produced daily, weekly and monthly activity reports and forecasts.
- Monitored and supervised sales team.
- Followed up on opportunities uncovered by business development.
- Implemented process improvements and best practices.
- Conducted performance review of the team.
- Developed New Business via cold calling and various other media and communication.

**2017 – 2019**

**Store Keeper, Office Assistant**

**@ LAYALI AL REEF TRAD CO, OMAN IBRI.**

### **Store Keeper**

- Received incoming stock items for storage and distribution within the department.
- Maintained accurate inventory of all items in the stockroom.
- Sorted, delivered, and retrieved mail.

- Delivered and retrieved office supplies, lab specimens, drugs, and revenue.
- Maintained inventory on all controllable items including furniture and equipment.
- Carried out logistics for major health department events throughout the year.
- This is Dummy Description data, Replace with job description relevant to your current role.
- Sets up and maintains efficient storage and supply areas as assigned.
- Maintains authorized stock levels and issues materials as required.
- Ordering, stocking, and issuing repair parts, clothing, and general supplies; maintaining financial records and accounting systems.
- Organizing and maintaining databases, correspondence files, and reports; maintaining logistics and financial publications and CD-ROM libraries.

### **Office Assistant**

- Answered all incoming calls on heavy 6 line switchboard.
- Made sure proposals were entered into the in-house program (job nimbus) with correct pricing, square footage, types of stones to be used/asphalt. Sent to current customers or prospective clients in a timely manner, to meet the deadline.
- Kept up with &quot;leads&quot; who were prospective customers & helped them understand the difference of all driveway stones/asphalt to fit their needs.
- Collected any/all payments for petrol fuel (we collected their customers payments only).
- Scheduled drive by appointments and meetings with potential new clients for salespersons.
- Scheduled & organized their schedules to go over ongoing jobs, personal calendar.
- Dealt with all heavy incoming mail and packages & distributed to correct persons.

**2013 – 2016**

### **Office Admin**

**@ KTC HYUNDAI THRISSUR - KERALA.**

- Responding to telephone and email inquiries from existing mortgage holders in reference to processing mortgage payments and requests for loan documents, as well as disbursements, payoffs and coordinating escrow analyses.
- Maintained a high volume of inbound/outbound calls without diminishing service levels or productivity.
- Created an effective follow-up system that led to a consistent, persistent approach and led to excellent sales and service results.
- Consistently achieved and exceeded monthly sales and funding goal requirements.

**2011 – 2013**

**Project Secretary, Document Controller**

**@ ALKHALEEJ BUILDING CO.WLL, Doha – Qatar.**

**Project Secretary**

- Administered all incoming calls and ensure phone calls are redirected accordingly.
- Handled faxes and review, analyze and prioritize all incoming and outgoing correspondences, emails and project drawings.
- Developed and edited business documents from information provided with minimal guidance.
- Prioritized requests and responds on behalf of the Manager when appropriate Greeting and welcoming visitors/important guests and escort them to the proper person
- Prepare weekly reports for all Man Hours, Monthly Progress and Corporate Review order office supplies needed and order lunch for any occasion Prepare/.
- Handled all daily paperwork ordering of all job materials.
- Process of payroll on a weekly basis.
- Composing and typing project correspondence Submit construction permit requests Liaison with Clients, Consultants, and Subcontractors.
- Coordinated mailings Maintained project compliance with rules and regulations of the State of Oregon permit modification process Planned public.
- Typed business correspondences; answered the telephone and routed calls to appropriate party; maintained contractors files; sorted and distributed mail.
- Special Skills Keyboard Typing 45+ WPM Advanced Word Processing Advanced Excel Spreadsheets Advanced Desktop Publishing Multimedia Presentations.

**Document Controller**

- Collect, maintain and distribute all documents necessary to define product configuration and control manufacturing processes that insure conformance to customer requirements.
- Develop and maintain a comprehensive filing system and computer database for all documents to be retained in the document control center.
- Manage the operation of the document control center to ensure that all users have the latest revision of appropriate documentation in a timely manner.
- Collect and maintain files of the latest revision level documentation necessary to define product configuration and control manufacturing processes.

- Timely distribution of latest revision level documentation to all appropriate users and ensure that obsolete documentation is removed from distribution.
- Maintain a computer database of all filed documentation that ensures fast retrieval of documents.
- Perform clerical typing duties to generate documents as necessary, electronic document management system Perform duties as defined in division document control policies and procedures.
- Develop and manage utilization of document control database system allowing for better tracking of documents, approval loops, revision identification, quality, and timely receipt for distribution.
- Created and established work instructions for document retention plans and implementation of retention vendor services.
- Responsible for ensuring circulation durations for distribution and retention cycles are tracked and monitor any deviations so they may be reported to management.
- Prepare, file, and distribute all project documentation/drawings and correspondence for EPC groups (engineering, procurement, construction).
- Support estimating and bid proposal teams to receive, check and validate documents regarding possible projects and job showings Receives and appropriately handles emails from clients and staff in an accurate timely manner.
- Facilitates information flow and action with coordinators.
- Creates transmittals and files for recipients to ensure nothing is delayed that may affect bids or projects Maintain document distribution matrix for project teams, client lists and key personnel Assisted in engineering specification templates to be uploaded to the EDMS.

## **Education Qualification**

- Diploma in Auto CAD Draftsman.
- Diploma in Hardware and Networking
- B. com
- Diploma in civil engineering

## **Computer Knowledge**

- MS Office
- AutoCAD
- Multimedia Animation
- Tally
- Working with WINDOWS

## **Personal Details**

Name : LIJO JOSEPH  
 Father's Name : C.P.JOSEPH  
 Sex : Male  
 Date of Birth : 16-10-1990

Marital Status : married  
Religion : Christian  
Nationality : Indian  
Languages Known : English, Hindi and Malayalam  
Permanent Address : chiryankandath House, P.O.Pavaratty-680506  
Dist. Thrissur, Kerala-India  
Ph: 91-8075159371  
Email address : lichu6433@gmail.com

### **Passport Details**

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Passport No : U5194063  
Place of Issue : Cochin  
Date of Issue : 20-02-2020  
Date of Expiry : 19-02-2030  
Visa Status : Residence visa

### **Hobbies**

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Playing Cricket  
Listening Music  
Driving

### **Declaration**-----

I do here by declare that the details furnished above are true and correct to the best of my knowledge and belief.

Lijo Joseph. C.  
Sharjah