

CURRICULAM – VITAE



Kiran Rayan Mascarenhas.

Contact Number- +973 35541640

Email- rayanmascarenhas333@gmail.com

kiranrayan134@gmail.com

EDUCATION & QUALIFICATION.

- ⊕ Senior Secondary Leaving Certificate (SSLC) Passed In St. Johns High School Udupi (50.08%)
- ⊕ Pre-University Course (PUC) Passed in St. Johns Pu College Shankarpura, Udupi(41.05%).
- ⊕ Industrial Training Institute Auto Mobile Diesel & Petrol (ITI) Passed In Trinity ITI College Udupi, Karnataka (68%).
- ⊕ Diploma in Computer Application (DCA) Passed in Manipal Career Academy Udupi("A") grade.
- ⊕ Medic First Aid CPR & AED Course Completed In Al Mashreq Training Center Kingdom Of Bahrain.

WORK EXPERIENCE IN GULF.

Sr.no	Name of Employer	Country	Duration of Work	Désignation
1	Dahbashi Heavy Equipements parts & Service	Bahrain	05/11/2018 to Présent	Counter sales Person spare parts
2	Cebarco Contracting SPC	Bahrain	15/06/2016 to 30/10/2018	Automotive Parts Store keeper
3	Aradous Contracting W.L.L	Bahrain	26/01/2015 to 18/05/2016	Plant & Machinery Store Incharge

WORK EXPERIENCE IN INDIA.

Sr.no	Name of Employer	Country	Duration of Work	Désignation
1	Shree durga transport & Logistics	India	12/08/2012 to 02/01/2015	Mechanical Store Incharge Spare parts

Job duties of Counter sales assistant.

- ⊕ Making the quotations, invoices & maintain all types of sales documents.
- ⊕ spare parts Ordering, receiving & stocking.
- ⊕ Using the JCB service parts pro, CAT sis user, CUMMINS quick serve, PERKINS est & KOMATSU linkone epc, software for finding suitable parts.
- ⊕ Inventory controlling & updating stock using source net software.
- ⊕ Handling cash & handing over daily sales figures to the accounts officer.
- ⊕ Sending daily sales reports to supervisor & management.
- ⊕ Delivery the spare parts to Customer.

Job duties of store keeper/in charge.

- ⊕ Maintain the Comercial, Heavy equipment & light vehicles spare parts store.
- ⊕ Maintain the stock & inventory system using the Excel formula based sheet.
- ⊕ Making LPO's, Material request forms, out going gate pass for spare parts
- ⊕ Purchase the spare parts & Materials
- ⊕ Makung the vehicles & machinery service jobs cards,
- ⊕ using the fork lift for Loading & unloading the material's .
- ⊕ Sending daily work's reports to supervisor & manager.

EXTRA SKILLS

- ⊕ GCC Light Motor Vehicle Driving License Issue Bahrain 10/03/2016.
- ⊕ 6 years of experience in all types of commercial , Heavy machinery, light vehicles spare parts :- cat, jcb, komatsu, toyota, ud- nissan, hino, isuzu, honda, hyundai, mitsubishi, tata-daewoo, ashok layland, cummins, perkins, olympian, etc.
- ⊕ Operating 3 TON Industrial Forklift.
- ⊕ Good Knowledge in Excel, MS Word & computer operating system.

PERSONAL INFORMATION

Full Name.	:	Kiran Rayan Mascarenhas.
Fathers Name.	:	Henry Mascarenhas.
Date of Birth.	:	18/June/1991.
Nationality.	:	Indian.
Religion.	:	Roman Catholic.
Languages known.	:	English, Hindi, Kannada, Konkani, Tulu.
Marital Status.	:	Unmarried.
Contact Number	:	+97335541640, +917348858150.
Email Id.	:	rayanmascarenhas333@gmail.com kiranrayan134@gmail.com
Permanent Address.	:	Durganagar House, Kurkal Village. Shankarpura Post-574115, Udupi District. Karnataka State, India.
Passport No	:	K7767047.
Date of issue	:	12/10/2012.
Date of Expiry	:	11/10/2022.
Place of issue	:	Banglore.