

RIJO MATHEW



CONTACT

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- Manama, Bahrain

ACADEMIC CREDENTIALS

HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

SSLC

- Board of Public Examination, Kerala, India

PROFESSIONAL QUALIFICATIONS

- MCA - Master of Computer Application
- BCA - Bachelor of Computer Application

COMPUTER PROFICIENCY

MS Word/ Excel	★★★★★
Basic Operation	★★★★★
Internet & E- Mail	★★★★★

LANGUAGES KNOWN

English	<div></div> 90 %
Malayalam	<div></div> 100 %
Hindi	<div></div> 90 %

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

Team Work	Work Ethic	Communication	Leadership
Organization skills	Time Management	Interpersonal ability	
Detail Oriented	Punctual	Quick Learner	Hardworking
			Analytic Skills

EMPLOYMENT CHRONICLE

OPERATION MANAGER CUM ACCOUNTANT | From Sep -2015
FLORAZONE TRADING WLL, QATAR

KEY RESPONSIBILITIES

- ♦ Processing company documentation, such as invoices and payment (Tally)
- ♦ Managing all purchase orders and monitoring company budget by controlling project expenses.
- ♦ Maintaining flawless communication with the management.
- ♦ Preparing quotations, invoices, expense reports, and payment memos.
- ♦ Managing entire sales team, ensuring all clients were satisfied and had their needs met
- ♦ Managing entire maintenance team, making sure each team member is efficiently and successfully filling maintenance roles.
- ♦ Identifying problems and quickly create solutions for the better result.
- ♦ Maintaining communication with suppliers and coordinating purchases
- Identify computer or network equipment shortages and place orders

INTERESTS



Songs



Travelling



Cinema

REFERENCE

- Available upon request

KEY RESPONSIBILITIES

- ♦ Implementing the system at clients end (Software for accounting, billing, production or automobile)
- ♦ Customizing the product based on client needs.
- ♦ Given customer training and support

PERSONAL DETAILS

Gender : Male
Date of Birth : 27-02-1991
Nationality : Indian
Marital Status : Married
Permanent Address : Thazhekkattu House,
Keechal, Puthuppally P.O,
Kottayam, Kerala,
India

PASSPORT DETAILS

Passport Number : U2403994
Date of Expiry : 13/07/2031
Place of Issue : Trivandrum

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

RIJO MATHEW