



# 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      [Progress Bar] 90 %

Malayalam      [Progress Bar] 100 %

Hindi      [Progress Bar] 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**