

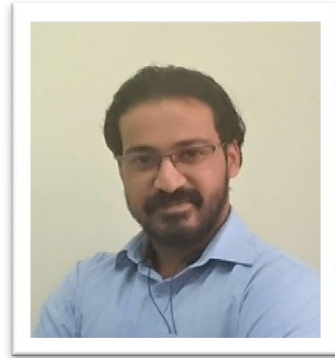
Curriculum vitae

ANANDH MATHEWS.

**International City
France Q4.**

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OBJECTIVE

To work in a competitive and challenging environment where there is scope for enhancement of personal and professional skills thereby, contributing to organizational growth and success.

EDUCATIONAL QUALIFICATION

- 1. BCA - Bachelor of Computer application Completed degree with 65% from S.N.M.V(2008-2011)***
- 2. HSE - Commerce with Computer Application)Completed HSE with 71% from V.V.H.S.S (Kerala Education Board) (2006-2008)***
- 3. SSLC - Completed SSLC with 75% from V.V.H.S.S (Kerala Education Board) (2006)***

Experience: 1

Worked with Opshore Talent Solutions Kochi, India from October 2018 to May 2019, under Temporary Staff recruiting team as a Recruiting Consultant.

JOB ROLES AND RESPONSIBILITIES

- 1. Contact client for agency shift.***
- 2. Recruit candidates for the agency shift.***
- 3. Handle Calls for enquiry of new registration.***
- 4. Verify the documents of the candidates.***
- 5. Assign available shift to the candidates.***
- 6. Job posting.***
- 7. Interview scheduling.***

8. *Preparing the CV for the candidates as per the company standards.*
9. *Updates the necessary excel sheet to track the record.*
10. *Update the daily reports.*

Experience: 2

Worked with Q-soft Doha, Qatar from June 2014 to April 2018, under Audio Video department as Logistics co-ordinator).

PROJECTS WORKED.

1. *Qatar Foundation Head Quarters building.*
2. *Qatar Foundation AV Maintenance.*

JOB ROLES AND RESPONSIBILITIES

Duties performed:

- a) *Material Delivery Documentation.*
 1. *Outgoing Material delivery note towards Head office and Another Projects.*
 2. *Internal Delivery Note.*
- b) *Gate Pass & Access Permit for 52 facilities of QF.*
- c) *Log Register Maintained*
 1. *Quote Tracker*
 2. *Order Tracker*
 3. *Material Requisition*
 4. *RMA Tracker (QF-HQ)*
 5. *Document Acknowledgement Tracker*
 6. *Stock List Record*
 7. *Mobile Recharge for QF-AV Maintenance Technician*
 8. *Material Issue and Return Tracker*
- d) *Document Preparation:*

Preparing documents for the material MDS approval. (Doc Att: Delivery note, Picture of material, getting C.O.O from H.O, M.T approval)

Experience: 3

Worked with Infosys BPO Ltd, Bangalore from June 2011 to 2013 under Manufacturing Vertical (Order Management-operations) using Oracle version 11i. Involved in quote to cash cycle of the Order Management.

SKILLS OBTAINED

Working with Oracle 11i application to process orders

- 1. SFDC tool for resolution as per client requirements.***
- 2. Validation of customer detail with Global Customer Data Entry Standards.***
- 3. Manually entering the orders as per customers request.***
- 4. Effectively learnt order management process flow.***

RESPONSIBILITIES

Daily interaction with Process Client through e-mail for updates and clarifications

- 1. Validation of Customer Details.***
- 2. Forwarding the hold orders which have issues to the hold management team by applying the specific hold comment.***
- 3. Included in different sub process like EDI, MANUALS and PP MANUALS.***
- 4. Working on Sales Force tool, it is a tool where customer can provide resolution for hold orders.***
- 5. Running price variance report on hourly basis to avoid price variance errors.***
- 6. Auditing orders of the new Reps& helping while processing order.***

ACHIEVEMENT

B certificate holder in NCC.

TRAININGS

- 1. Cultural Sensitivity, Presentation Skills, People management and Coaching Skills from Infosys Corporate Team.***
 - 2. In addition, also trained and certified on Order Management Practice training T100 under SCM (Supply Chain Management).***
 - 3. Done certificate course in Call Centre Management from college.***
 - 4. Computer Assembling and Disassembling.***
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STRENGTH

1. ***Good communication and analytical skill.***
2. ***Ability to adapt and adjust to different environment and situations.***
3. ***Competent to work under pressure and in time bound situations.***
4. ***Good understanding of corporate working environment and its deliverables.***
5. ***Efficient and responsive at understanding and methodologies.***

Extra-curricular activities

1. ***Badminton player***
2. ***Singing***

PERSONAL DETAILS

Name:	Anandh Mathews
Father's name:	Mathews George
Date of Birth:	28thFeb 1991
Permanent Address:	Hebron Kannankara, Pallickal P.O, Kattanam, Kerala, Allapuzha-690503.
Gender:	Male
Nationality:	Indian
Languages known:	English, Malayalam and Tamil.
Entry Permit No#:	77285283/2019/204
Valid Till:	04-08-2019
Passport number:	J5813482 – valid till – 07-07-2021
Qatar Driving Licence:	29135614179 – valid till – 28-11-2021

DECLARATION

I hereby that the statement made above are true and complete to the best of my knowledge and belief.

Place: Dubai

Anandh Mathews

Date: