



BLESSYMOL JOSEPH

CONTACT

PHONE:

+971508840239

EMAIL:

jblessym@gmail.com

PERSONAL PROFILE

Nationality : Indian
Date of Birth : 28-08-1995
Marital status : Married
Passport : P5409706
Visa Status : Visiting Visa
Languages : English,
Malayalam, Tamil, Hindi

SKILLS

- Attention to detail
- Time Management
- Communication
- Data Analytics
- Positive Attitude
- Team Work
- Stress Management

TECHNICAL SKILLS

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Outlook
- C programming (Basics) & PHP (Basics)
- iSmartCube

OBJECTIVE

Seeking a position that can provide a steady growth and learning opportunity and help me utilize my skills, abilities and experience to ensure company's success.

WORK EXPERIENCE

EB CO-ORDINATOR - JAN-2019 to OCT 2020

Worked as **EB Coordinator-Energy Team (operation and maintenance and alarm monitoring)** in **POWERLINKS (Indus Towers)** Chennai

- Cell phone sites more than 1300 for Telecom network which includes co-ordination Electricity monthly bill payments for Main-meter & Landlord sub-meter.
- Maintaining Energy MIS Data for cell phone sites monthly electricity bills payment DD request & received status for our client required monthly pending payments.
- Checking for CC Charges Assessed in TNEB website WWW.Tneb.in and checking for Assessed sites for ODD & EVEN Bill Cycle and raising EB Request (With Excel file & TNEB portal Pdf file) on daily basis To INDUS Energy Team.
- After Verification by Energy Team, Providing clarifications for high & Low Amount by gathering information from Technician & TNEB. Following for Non-Assessed site on daily basis with Technician & TNEB /Capturing & Giving EB readings to TNEB from IME End.
- Checking for Eb payment received and not received cases with TNEB tracker & EB requested file. Checking for ACCD amount in TNEB Portal & Raising request.
- Raising EB request to energy team & Upload in ISQ Checking for online paid site details & providing the data to Energy team within 48Hrs..
- Daily and Monthly TT Closures Like CM TT (EB cable fault and TNEB cable issue), Alarm Closure, FMR and SMR (EB Reading)

CERTIFICATE

TUV SUD Certificate in Hospital Administration -2022
International School of Skill Development, Kochi

EDUCATION

BE Electronics and Telecommunication Engineering 2013-2017
Sathyabama University, Chennai