

CURRICULAM VITAE

Vinod JS

Position: Office Admin

 vinod666js@gmail.com
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CAREER OBJECTIVE

Having 3 years' experience in **CONTECH LLC**. To work in a challenging and conducive atmosphere which emphasizes my skill and to continuously learn and grow amidst new challenges where my efficiency and efforts can be utilized for the benefit of the company.

PROFESSIONAL PROFILE

Maintains and manages all important documents either for a particular project or whole organization and assures that it is easily accessible and stored. Also maintains and examines related files to release blueprints, drawings, and engineering documents to construction and other operating departments.

KEY SKILLS

- Knowledge in use of MS Office and selected job specific software.
- Ability to keep clear and accurate records and reports.
- Preparing, organizing and storing information in paper and digital form.
- Dealing with queries on the phone and by email.
- Typing up letters and reports.
- Updating office records using specific software.
- Arranging post and deliveries.
- Liaising with staffs, suppliers and contractors.

JOB PROFILE

- Coordinating all activities related to the **Dispatch Dept.** procedure, including technical documents, drawings, and commercial and internal correspondence.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Generate the various document control reports as required.
- Maintain updated records of all approved documents and their distribution clearly
- Maintain the files and control logs as required by the project.
- Assist with the implementation, management and administration of the department

WORK EXPERIENCE



Organization	Al Holla Concrete Technology (CONTECH)
Duration	SEPT 2016 to OCT 2019
Designation	Dispatch Officer
Company Profile	Al Holla Concrete Technology (CONTECH LLC) as Dispatch Officer at Jebel Ali Freezone
Job Functioning	<ul style="list-style-type: none">✓ Dealing with interlocks, kerbstones and other concrete products✓ Making all delivery notes from related sales orders✓ Handling the tax invoices✓ Creation of new customers✓ To analysis the system stocks and physical stocks✓ Updating receiving orders and pending orders✓ Creation of production entries by each item✓ Dealing with the cash customers

EDUCATIONAL QUALIFICATION

COURSE	SCHOOL/COLLEGE	BOARD/UNIV	YEAR	PERCENTAGE OF MARKS
B.Com (Bachelor of Commerce)	MALANKARA CATHOLIC COLLEGE, MARIAGIRI	MS	2013	66%

COMPUTER KNOWLEDGE

Operating System	Windows	Word processor	MS-Word
Spread Sheet & Accounting	MS-Excel	Presentation	MS-PowerPoint
Other	Multimedia Utilities Internet & E-Mail Networking		DIFA

PERSONAL DETAILS

Date of Birth	:	15-07-1991
Nationality	:	India
Marital Status	:	Single
Religion	:	Christian
Languages known	:	English, Hindi, Tamil & Malayalam (Speak, Read, Write)

PASSPORT & VISA DETAILS

Passport No : M9239367
Visa Type : Visiting Visa
Date of Visa Expiry : 18/12/2021

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Dubai

Date:

VINOD JS