



MELVIN JOSEPH

melvinjosephmj2016@gmail.com

Personal Information

Location : Dubai, UAE
Mob : +971589855311
DOB : 09/01/1993
Nationality : Indian
Visa Status : Visit Visa
Expire on : 05/06/201
Passport Number : L1757882
Date of issue : 23/05/2013
Date of expiry : 22/05/2023

Professional Skills

- Understanding generally accepted accounting
- Mathematical comprehension and data analysis
- Ethically and accurately manages financial transactions
- Knowledge in MS Office (Word, Excel, PPT)
- Tally
- Updating new knowledge and skills

Languages

Speaks: English, Hindi, Tamil, Malayalam
Write : English, Malayalam

Computer Skills

MS Office (Word, Excel, PPT)
Photoshop

Interests & Hobbies

- Learning new knowledge and skills
- Travelling
- Jogging
- Music

References

Available on Request

Summary

Motivated Cashier cum Coordinator and Supervisor updating and computer skills who is highly energetic, outgoing and detail-oriented. Handles multiple responsibilities simultaneously while providing exceptional customer service. Quickly learns and masters new concepts and skills. Passionate about ensuring customers leave business with a positive experience.

Education

PFA, PROFICIENCY IN FINANCIAL ACCOUNTING	2014
DEGREE, BA - ECONOMICS	2014
DIPLOMA, HSEMS (OHSAS 18001-2007)	2015
IOSH	2015
HABC	2015
HSMS DIPLOMA	2015
IRCA-OSMS, LEAD AUDITOR ISO 4500:2018	2020

Professional Experience

- ❖ PAVITHRAM JEWELERS, PUNALUR, INDIA - "JR.ASSISTANT MANAGER"
(01/09/2019 TO 31/12/2020)
 - KEEPING TRACK OF ALL CASH AND CREDIT TRANSACTIONS
 - OVERALL COORDINATION
 - DATA ENTRY (RECEIPS , PAYMENT , INVOICE AND ALL TRANSACTION)
 - BILLING AND CUSTOMERS HANDLING
 - COLLECTING PAYMENTS & USING SCANNING DEVICES
 - ISSUING PAYMENT RECEIPTS TO CUSTOMERS
 - SYSTEMS ANALYSIS
 - RESOLVES CUSTOMER ISSUES AND ANSWERS QUESTIONS
 - FIELD OPERATION AND BUSINESS PROMOTER
 - OPERATING CASH REGISTER OF SALES & PURCHASES
- ❖ TOWERSTECH, RAK PRECAST FZC, RAK UAE - "SAFETY INSPECTOR & OFFICER"
(23/08/2016 TO 01/04/2020)
 - FACTORY JR.HSE OFFICER
Responsibilities are to conduct HSE Induction and training to new employees. Adequate supervision and monitoring to the employees are working in safe manner at workplace. Ensure to develop and update new standard of HSEMS.
 - SITE SAFETY OFFICER
Responsibilities are to coordinate with all level departments of Main contractor, Subcontractors, Client, Consultant and Workers to maintaining good standard of HSMS in workplace. Be concern about all kind safety documentation and submissions.
- ❖ ABHINAV ASSOCIATION PVT, LTD- "JR SAFETY OFFICER"
(15/06/2015 TO 05/12/2015)
 - HSE Inspector

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.