



**EBIN JOSE**

**PERMANENT ADDRESS**

C/O JOSE, VILAYIL HOUSE,  
EDIVANNA POST,  
NILAMBUR VIA,  
MALAPPURAM DIST, KERALA  
INDIA - 679329

**PERSONAL DETAILS**

DATE OF BIRTH : 30/05/1996  
NATIONALITY : INDIAN  
GENDER : MALE  
MARITAL STATUS : SINGLE  
DRIVING LICNESE : INDIAN  
MOTHER NAME : SHERLY  
FATHER NAME : JOSE

**LANGUAGE KNOWN**

To Read, Write & Speak

- ENGLISH
- MALAYALAM
- TAMIL
- HINDI (R&S)

**PASSPORT DETAILS**

Visa Status : VISIT VISA  
Passport No : P9046381  
Date of Issue : 07/04/2017  
Date of Expiry : 06/04/2027  
Place of Issue : MALAPPURAM

**EBIN JOSE**

**DOCUMENT CONTROLLER**

Mobile: (+971) 5060 59420 (UAE)  
Email : [ebinjose96@gmail.com](mailto:ebinjose96@gmail.com)

**CAREER OBJECTIVE:**

Seeking a challenging position that gives me an opportunity to prove my creativity and combine my skills talents with my immense desire for knowledge and experience , and thereby to equip myself as good competitor by utilizing the resource to the full extend and become an asset to the organization.

**PERSONAL SUMMARY:**

Goal driven and highly motivated DOCUMENT CONTROLLER professional with over 2 year of experience in Document controlling field. Have a proven track record in Document controlling Region. I am passionate Document controller professional with good interpersonal skill and a strong ability to organize, co-ordinate and communicate within a diverse mix of people. Now looking for a New and challenging position, one which make best use of my existing skills and experience and also further my personal and professional development.

**EDUCATIONAL & TECHNICAL QULIFICATIONS:**

Qualification	Affiliation	Year
High field level 1 international Award in fire safety	CRESCO SAFE, Kochi, Ernakulum	2019
Medic first-Aid	US Standard	2018
IOSH (managing safely)	UK Standard	2018
Diploma in fire and Safety	Tuv Rheinland NIFE Academy pvt. Ltd, kochi, india	2018
Graduation (BA - Economics)	Calicut University, Mar Thoma College, Chungathara , Kerala	2017
PLUS TWO	GHSS Eranhimangad	2014
SSLC		2012

## WORK EXPERIENCE

### 1. DOCUMENT CONTROLLER

Duration : 5th December 2019 to 20th May 2021

Work Place : Lazza ice cream, perinthalmanna, Malappuram

#### **Job Description:**

- \* Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date
- \* Manage requests for documentation
- \* File documents in physical and digital records and ensure appropriate storage
- \* Set up, copy, scan and store documents
- \* distribute project related information with all levels of the project team
- \* Maintain confidentiality around sensitive documentation
- \* Planning, directing and coordinating all accounting operational functions
- \* Coordinating and preparing internal and external financial statements

### 2. ASSISTANT SAFETY OFFICER

Duration : 17th September 2018 to 03th October 2019

Work Place : Kalpataru power transmission Ltd (Andra pradhesh, India)

#### **Job Description:**

- Conducting tool box talks, sop trainings, HSE induction
- Inspecting production equipment and make sure they are safe
- Investigating cause of accidents and other unsafe conditions on the Job site
- Creating analytical reports of safety data
- Assessing risk and possible safety hazards of all aspects of operations
- Meeting company health and safety goals

## PROFESSIONAL SKILLS

- |                     |                        |
|---------------------|------------------------|
| ➤ MS EXCEL AND WORD | ➤ Creative Thinking    |
| ➤ MS POWERPOINT     | ➤ Leadership Quality   |
| ➤ MS OUTLOOK        | ➤ Communication Skills |
| ➤ Self-Goal Driven  | ➤ Adaptability         |
| ➤ Flexible Attitude |                        |

## DECLARATION

I **EBIN JOSE** hereby declare that the above statements made by me in this application and the documents proceeded in support are true to the best of my knowledge and belief.

Place :

**EBIN JOSE**

Date :