**CURRICULAM VITAE**

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**JOJAN THOMAS**

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**Career Objective**

To be a member of professionally managed organization that provides challenging opportunities to explore my skills and to contribute to the growth of the organization and myself. I want to be a part of your success by offering high motivation, responsibility, quality work, and keeping deadlines. Willing to work as a key player in challenging and creative environment to make a positive contribution, upgrade skills, prove potential and grow along with the organization.

**Personal Details**

Father’s Name : Thomas P

Date of Birth : 10/04/1988

Sex : Male

Marital Status : Married

Nationality : Indian

Religion : Christian

**Passport Details**

Passport No. : S8567839

Place of Issue : Cochin

Date of Issue : 25/09/2018

Date of Expiry : 24/09/2028

**Work Experience**

* **Organization : Fineway Garage [ A TALAL Group of Companies ]**

**Company Profile**

Fineway Garage is one of the biggest garage in Dubai, Repair and maintains all kind of cars and bases. Biggest service station in Dubai provided by Enoc.

**Job Description**

1. Ensure full utilization of workshop available labour and resources to achieve planned operational targets.
2. Supervise subordinates to produce quality work.
3. Assist the staff technically and train them.
4. Ensure that the technicians carry out the jobs within the allotted time.
5. Ensure the most effective use of available time and equipment.
6. Ensure all pre-orders are approved and obtains customer approval for all works.
7. Ensure all required information on each job card for each job is properly maintained.
8. Identifies and organizes staff training needs for improving technical knowledge and job performance.

Position : Assistant Manager

Duration : 2016 to Till

* **Organization : Oscar Valet LLC [ AL FUTTAIM Group]**

**Company Profile**

A leading valet parking company in UAE . They provided valet parking service in five star Hotels, Hospital and Malls.

**Job Description**

1. Supervise subordinates to produce quality works.
2. Customer complaints and solving the problems.
3. Accident case.

Position : Area Supervisor

Duration : 2014 to 2016

* **Organization : MJK Arabia LLC**

**Company Profile**

MJK ARABIA LLC has been the pedestal of the group’s trading activities engaging in a variety of activities, being special finishes & decorative coating. They offer efficient & effective solutions for protective, decorative & specialist coating taking into account all environment friendly aspects that stand up to the closest inspection. Dealing with wall coverings, floor coverings, special floorings (vinyl), light machinery, gilding services & supplies, NDT equipments, access control & monitoring devices, construction chemicals among others.

**Job Description**

1. To plan organize supervise and perform journey level surface preparation and application of paints and related products.
2. Tracks the hours of each employee, assigns particular employees to their specific tasks and inspects the work.
3. Inspects the job site.
4. Estimating and tracking running costs.
5. Follow construction code for the particular.
6. Reads blueprints or job plans and ensures the correct materials and techniques are used.

Position : Special Paint Supervisor

Duration : 2012 to 2014

* **Organization : Golden Engine Garage Automobile Workshop, Dubai**

**Job Description**

1. Ensure full utilization of workshop available labour and resources to achieve planned operational targets.
2. Supervise subordinates to produce quality work.
3. Assist the staff technically and train them.
4. Ensure that the technicians carry out the jobs within the allotted time.
5. Ensure the most effective use of available time and equipment.
6. Ensure all pre-orders are approved and obtains customer approval for all works.
7. Ensure all required information on each job card for each job is properly maintained.
8. Identifies and organizes staff training needs for improving technical knowledge and job performance.

**Personal Capabilities**

* Ability to Multi task
* Decisiveness
* Strong leadership skills
* High self confidence
* Ability to deal different people
* Good Management Skills
* Safety conscious
* Effective communication skill
* Strong problem solving ability

**Educational and Technical Qualification**

* Diploma in Automobile Engineering in Mar Philoxinos ITC, Mylapra
* SSLC in Government High School , Keekozhoor

**Computer Skill**

Office Applications ( Ms Word, Ms Excel, Ms Access, Ms Perpoint, Ms Outlook)

**Driving License**

Valid UAE driving License – Light motor vehicle

Issue Date : 30/04/2011

Expiry Date : 30/04/2021

**Language Proficiency**

English, Hindi, Malayalam & Tamil

**Declaration**

I am dedicated to my work and can put continuous efforts to bring out positive results. I like to accept challenges in life. A strong will power and rational approach are my additional assets. I hereby declare that the above information is correct to the best of my knowledge and belief.

Date :

Place : **JOJAN THOMAS**