

RIJO MATHEW

Email: rejomathew@hotmail.com

38 A St Off Hor Al Anz St,
Hor Al Anz –Dubai,
United Arab Emirates
Mob: +971 52 842 8162



QUALITY CONTROLLER

SUMMARY

Quality Controller with hands-on experience inspecting precision production manufactured parts. duties are examining shipments of inventory and raw goods, measuring the specifications of random items in each production run and training team members to refine production quality.

Work Experience:

- ❖ Worked as **Quality Controller** at **Gulf Printing Products Manufacturers' Factory (GEPCOM)** certified by **VISA** and **MASTERCARD** at **Riyadh, Kingdom of Saudi Arabia** From **September 2016 till March 2019**
- ❖ Worked as **Supervisor** at **Vanchinad Industries Changanacherry**, a job work unit of **Paragon Polymer Products Pvt ltd.** Kottayam from **August 2012 till December 2013.**

Area of Experience:

- ❖ Made quality decisions (accepted or rejected) based on provided control outlines.
- ❖ Reviewed production records for accuracy and compliance.
- ❖ Maintained and organized all records, documentation, and other files associated with quality engineering and inspection tasks.
- ❖ Quality of the products (Design, Card thickness, Scratches, etc)
- ❖ Part of Production Planning (Raw materials, Labour, Duration, etc.)
- ❖ Parts of Accounts Department (Wages, OT etc of workers)
- ❖ Warehouse Maintenance
- ❖ Vault Room Security.

Professional Skills

- ❖ Procedures
- ❖ Quality Checks.
- ❖ Communication
- ❖ Safety Standards.

Computer Proficiency

Operating System : Windows8, XP, Unix
Networking : CCNA basic routing and switching.
Web Design Tools : HTML.
Packages : MS Office
Accounting : Tally ERP 9

Educational Qualification

Bachelor of Engineering in Computer Science

Aggregate : 67%
Institution : JKKN College of Engineering and Technology, Komarapalayalam
University : Anna University, Chennai
Year of Passing : May 2012

Certificate Course

Cisco Certified Network Associate

C-DAT Computerized Financial Accounting With Tally

Personal Skills:

- Excellent verbal and written communication.
- Comprehensive problem solving abilities.
- Ability to deal with people diplomatically.
- Team facilitator and hard worker.

Personal Details:

Date of Birth :24-12-1990
Gender : Male
Passport Details : K8152049, Expiry Date: 18/12/2022
Languages Known : English, Hindi, Malayalam & Tamil
Permanent Address : Thekkethil House, Moothedam (po)
Malappuram(dist), Kerala-679331

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