

CURRICULUM VITAE

OBJECTIVE

- + A position where my qualification and technical skills can be utilized in the process of developing my career and myself and to the benefit of the organization I am working for.

KEY SKILLS

- + Data Entry with accuracy
- + Management of Customer Databases through a CRM.
- + Excellent phone manner and ability to deal with inquiries in an efficient, expedient and customer focused way, ensuring that the customer receives a professional service.
- + Great support planning skills
- + Advance Excel - VLOOKUP, Hlookup, Pivot table
- + Sales orders, Purchase invoice/orders management
- + Diligent with great attention to detail, good at ensuring paperwork is in order and reporting to management.
- + Cheerful disposition with a positive, can-do attitude.
- + Competent in the use of Microsoft systems including MS Word, Excel, PowerPoint, Access to a high level.

WORK EXPERIENCE

Warehouse Associate -Logistics Department

Worked in Hindalco Pvt Ltd (Aditya Birla) (Jul 2021-Feb 2022)

Inventory management.

Daily order management- Inward and Outward material.

MIS Reports management- Daily, weekly, monthly reports

Warehouse management- Creating Sales Invoices, E-way bills, Document controller.

Marketing team coordinator-Offers and Orders

Truck Management- Tracking, Arrangements, Documentation

Rejection Material Management

Warehouse Executive

Worked in Pacific & Cephas Group (Dec 2019-June 2021)

Inventory management.

Daily order management.

Reports management

Warehouse management

Creating Purchase Invoices, Sales Invoices, Document controller.

Marketing team coordinator

Officer (feb-2019-nov-2019)

Worked in Himatsingka Hassan in Global sales marketing Department

Inventory management.

Daily order management.

Reports management.

Enter and updates data daily- Sales Orders, Purchase Orders, Creating Invoices.

Use various databases to store and manage data.

Technician

Division Postal Department Putter ~Aug 2018- Dec2018

Computer software updates to devices

Jeevan Michael Mascarenhas



Contact Information

+971-582690627 (UAE)

Email: jvmchl@gmail.com

Dubai

UAE

Visa – Visit visa

Permanent address:-

Maria villa house

Kudre Bettu

Bola kodi Post & Mundkuru

Village

Karkalla Taluk,

Udupi Dist.

Karnataka

Pin-576121

Technical Knowledge:

- Proficient In MS-OFFICE Package
- Hardware and networking
- Advance Excel- Pivot table, VLOOKUP, HLOOKUP, Macros
- SAP,ERP

STRENGTHS

- SELF-CONFIDENT
- ADAPTATION
- HONEST
- FLEXIBILITY
- FAST DECISION MAKING
- HARDWORKING
- DETERMINED
- ZEAL TO LEARN NEW THINGS
- QUICK LEARNER
- COMPLETING THE WORK
GIVEN WITHIN A
STIPULATED TIME

and hardware maintenance

working In MS Office Tools (MS Excel, MS Word) for Data Entry

working with Linux or Unix OS,

Email Management,

Technical Support.

HR Operation Executive

Mercedes-Benz ~ July /2018- Aug/2018

Administrative duties

Data Entry, copying, data input, filing, scanning etc

Answering and dealing with telephone and e-mail enquiries

Scanning Consultant and Document Controller Associate

First advantage Pvt Ltd Bangalore ~ jan2013 - Nov2013

Reviewing & verifying all of the employee documents.

Involved in scanning and printing of employee documents

Integrating the employee details into the database

Coordination with HR department

Verifying the first round of employee background check

QUALIFICATIONS

Fire and safety course

ACCPL, 2017- 2018

Diploma in ELECTRONICS AND COMMUNICATION ENGG

Govt. polytechnic Udupi, 2009- 2012

PUC (12th) (commerce)

Pompei PU college, Aikala, 2007- 2009

SSLC (10th)

Pompei PU college, Aikala ~ 2006-2007

PERSONAL INFORMATION

Father Name : Andrew Mascarenhas

Sex : Male

Date of birth : 09-05-1992

Nationality : Indian

Languages known : English, Hindi, Kannada, Tulu, Konkani.

Marital status : Single

DECLARATION

I DO HERE WITH DECLARE THAT THE INFORMATION STATED ABOVE IS TRUE TO MY KNOWLEDGE.

You're sincerely,

Jeevan Michael Mascarenhas