

SHIJU THOMAS MATHEW

CHENGANNUR

KERALA

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**CARRER OBEJCTIVE:**

To work in an atmosphere of international/national environment and to improve my working experience and to take up any challenges supported with my sincere and deep rooted commitment to hard work.

# **EDUCATION QUALIFICATION**

# **Diploma** in **Engineering on Computer Technology & Engineering** (1997-2000)

(S A Rajas Polytechnic, Tirunelveli)

* Operation , Integration & installation etc. of PCs

**Trade Certificate** in **Process instrumentation and Electronics** (2001-2002)

(MG Institute, Thiruvalla)

* Fundamentals of Instrumentation.
* Calibration of Various Instruments.
* Certification of Instruments after Calibration.
* Documentation of periodic inspection.

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**Diploma** in **Fire** and **Safety Engineering** with **OSHA** Certification (2011-2012)

(NCPT Pandalam)

* Fundamentals of Fire Engineering.
* Principles of Industrial Safety and Accident Prevention.
* Leadership & Communication
* Fire control Technology
* Risk Management& controlling Hazards.
* Health & Safety in Construction Safety & Environmental Engineering.

**Professional Qualifications and Experience:**

* Worked as Technician-Office Jobs in Technical Establishment Company In Dammam Saudi Arabia (*Engaged in Calibration & Recertification Pressure Gauges ,Valves etc. in* Saudi *Arabian Oil Drilling Field* ) from 2014-2022 .
* Worked as safety assistant in a Safety consulting Company **(Sinha Safety Consultants** -**New Delhi**) India after diploma studies. (2012 to 2013)

**ROLE:-**

* Awareness about Materials handling ,Safety regulation in Rig site
* Awareness of handling Personal Protection Equipment’s.
* Awareness of Handling Hazardous materials.
* Participated in H2s Gas mock drill, have valid H2s ID
* Periodical review of safety documents.
* Documentation of periodic inspection.

**Experience in Saudi Arabia:**

* Worked at ***Alaa For Industry (AFI), Dammam (ISO),Saudi Arabia*** *(****2007 – 2011***)

(Deals with International Trading in heavy industrial equipments, hoses used in oil

Industry etc, Contracting, Technologies, Chemicals, Seals & etc.)

**ROLE:-**

* Worked as Purchase Coordinator/Warehouse and Purchaser in AFI (Alaa for Industry) Head office.
* AFI is having 14 branches in The Kingdom, All around GCC & in USA.
* Inquiries receiving from branches, collecting offers from different suppliers - local and International
* Submitting offers to the branches.
* Follow-up of stock availability in central warehouse
* Follow-up of inquiries by different clients
* Making Purchase orders to suppliers, follow up with suppliers.
* Worked as Purchaser –Office in charge in **Al-Huwais Maintenance Est. Dammam** since 2007 (***5 Months***)

**ROLE:-**

* Local Purchasing section
* Certification of Instruments after Calibration.

**SOFTWARE PROFICIENCY:**

Operating Systems  Win 10, Win 7

Packages  MS-OFFICE

ERP  I Bann ERP

**STRENGTH:**

* Positive attitude, self-confident.
* Dedicated towards duty.
* Ability to understand new technologies rapidly.

**SKILLS**

* **Communications Skills** (listening, verbal, written):- Exceptional listener and communicator who effectively conveys information verbally and in writing.
* **Analytical/Research Skills**:- Highly analytical thinking with demonstrated talent for identifying, improving, and streamlining complex work processes.
* **Computer/Technical Literacy: -** Computer-literate performer with extensive software proficiency covering wide variety of applications.
* **Flexibility/Adaptability/Managing Multiple Priorities**: - Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
* **Leadership/Management Skills: -** Goal-driven leader who maintains a productive climate and confidently motivates, mobilizes, and coaches employees to meet high performance standards.
* **Multicultural Sensitivity/Awareness.:-** Personable professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings.
* **Planning/Organizing:**-Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation.

**PERSONAL PROFILES:**

Age & Date of Birth : 43 Years, 25th Mar 1979

Nationality : Indian

Marital Status : Married

Passport Number : U 4571336

Driving license : Valid Indian & Saudi licenses

Languages Known : English, Hindi, Arabic, and Malayalam

**DECLARATION-**

I hereby declare the above resume of mine is meant to reflect my true qualification,

experience and activity scope and I assure the best of my service at all times if an employment opportunity is provided to me and I am willing to work in an company place as there requirement.

Date: 21-Dec-2022

Place: Chengannur SHIJU THOMAS MATHEW