



SUBIN SCARIA

Contact Details:-

Present address

Subin Scaria
Dammam
KSA

Permanent Address:

Parakkudiyil (house)
Nallurnadu (po)
Mananthavady
Wayanad (dst)
Kerala, India.
Pin: 670645

E-mail:

subin Scalia.1@gmail.com

Phone:

0548930708 (Mob)

Iqama number

2343521973

Visa status:

RESUME

CAREER OBJECTIVE

To be a self motivated next generation leader with the ability to adapt rapidly changing technologies with a strong desire to undertake challenging job and to work with the team to achieve the goals of the organization.

CAREER GRAPH

May 2014 to present

QURUM TECHNICAL CO. DAMMAM, KSA.

Position: Admin & Operations Executive

DUTIES & RESPONSIBILITIES

Admin:

- Oversees and administers the day-to-day activities of the office.
- Organizes and facilitates meetings, conferences, and other special events.
- Reconcile the general ledger and financial statements.
- Facilitate the accreditation of new suppliers
- Update and maintain office policies and procedures.
- Develop and update administrative systems to make them more efficient.
- Act as the point of contact for internal and external clients.
- Preparing the bank deposits and process the payments for internal and external clients.
- Preparing regular financial and administrative reports.
- Support the finance to maintain the office petty cash.
- Assist in all other areas of the depot as operational requirements demand.

Busines Oparation:

- Oversee the management of stock within an organization, This includes receiving, issuing and dispatching stock and maintain the minimum quantity as per company policy.
- Updating all the Incoming (Goods Receipt) and Outgoing shipments (Goods Issue) in the system after confirmation from the warehouse keeper.
- Sending inquiries to suppliers for new stock requirements.
- Preparing PO to suppliers and follow up with them on regular intervals for the timely delivery.
- Maintain proper filing system (hard and soft copy) for invoices and delivery notes
- Creating new customer and supplier data in the system.

Personal Details:-

Name of Father:

SCARIA PV

Name of Mother:

MARY SCARIA

Marital Status:

married

Date of Birth:

30-03-1989

Place of Birth:

Mananthavady, Wayanad

Gender:

Male

Nationality:

Indian

Languages:

English, Hindi
Malayalam, & Tamil

Hobbies:

Listening music
Driving
Travelling

Passport Details:

Number : T 6768086

Date of Issue: 17.06.2019

Date of Expiry:

16.06.2029

Place of issue :Riyadh

License Details:

- Creating & processing the delivery documents and invoices as per the customer's PO requirement.
- Preparing the Inventory Report through the system.
- Producing the stock reconciled report every quarter end with the best results to the management.
- Responsible for all the shipments received from the Airport & by the Sea.
- Cross Checking all the shipments thoroughly for any mishandling at the time of shipping or delivery time and respond immediately to any caused occurred.
- Processing the airfreight & custom duty invoices of all the courier's monthly wise.

Communication:

- To keep the Manager and other relevant managers, supervisors and departments promptly advised on all relevant matters, problems or requirements.
- To ensure timely and accurate compliance with all administrative and reporting procedures and routines and that paperwork is forwarded to the relevant parties.

General:

- Acquire, retain and apply in –depth product and customer knowledge.
- Any other reasonable duties which may be required by management from time to time.

June 2013 to April 2014

TOPTECH Electronics Trading, LLC, Riyadh, KSA

Position:- Procurement officer

DUTIES & RESPONSIBILITIES

- Take the quotation from different distributors
- Prepare purchase orders
- Follow-up delivery of orders
- Coordinate service requests to suppliers
- Obtain quotations and negotiate for the best price and prompt delivery
- Coordinate warranty claims and service requests
- Facilitate the accreditation of new suppliers

June 2011 to January 2013

Golden bridge Human Resource Management Pvt Ltd, Kochi, Kerala, India.

Saudi Arabia

Number :
2343521973

Date of Issue :28/10/2013
Expiry :02/07/2023

India

Number :
12/3317/2008

Date of Issue :19/08/2008
Expiry :18/08/2028
Class : M/C With
Gear,LMV.

Position:- HR executive

DUTIES & RESPONSIBILITIES

- Recruiting
- Recruiting of employees as per the selection procedure specified
- Selecting candidates through the monster, noukri etc.
- Define job Description of Employees
- Other Administrative Works.

PROFESSIONAL QUALIFICATION

Post Graduation Level

MBA :81%
Specialization : Human Resource & finance
University : Anna university
College : Maharaja Prithvi engineering college, Avinashi
Year of passing : 2011

ACADEMIC QUALIFICATION

Graduation Level

B-com : 64%
University : Kannur
College : Govt: College mananthavady
Year of Passing : 2009

Higher Secondary Level

Commerce : 78%
Board : Kerala State Board
School : Govt; Higher secondary school Panamaram.
Year of passing : 2006

COMPUTER SKILLS

- Ms-word
- MS-excel
- Internet
- Outlook
- Orion
- SAP

STRENGTHS

- Good Interpersonal communication skill
- Can conceive and implement Ideas and Concepts.
- Good Team person in accomplishing a Common objective
- Ability to analyze problems/issues.
- Willing to shoulder challenges and responsibilities.
- Meeting Deadlines and Living up to expectations.
- Sincere, efficient, patient & hardworking.

PROJECTS UNDERTAKEN

- Study in Rubco Haut Wood Pvt Ltd, analyzing various departmental activities and management. (Period: 45 days)
- Project; study about Financial Performance Analysis On MILMA DAIRY Kalpeta Wayanad (Period: 60 days)

REFERENCES

Furnished upon request.

DECLARATION

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

Subin Scaria

Place: Dammam

Date:/...../.....