



# Sonu John Thomas

## Assistant Executive

Seeking for a opportunity in a organization/firm aiming result oriented approach of work in Assistant Executive so as to contribute significantly and consistently to the organization's objective & to the development of my carrier



sonujohnthomas@gmail.com



+971-54-495-4147



Nabbah, Clock Tower, Sharjah,  
United Arab Emirates



## SUPERVISOR

### Storekeeper

MAClines General Trading LLC, Dubai.

03/2015 - 08/2017,

United Arab Emirates

#### Achievements/Tasks

- Generate various statements of accounts and timely follow up for recievables.
- Records receipts from customers upon settlement of invoices.
- Performed general office duties and administration task.
- Maintain the general filing system and file all correspondence.

### ADMINISTRATIVE ASSISTANT

Qatar Security Services WLL, Al Khor

09/2017 - 11/2018,

Qatar

#### Achievements/Tasks

- Maintained Senior Director of HR's calendar, scheduling meetings and ensuring no conflicts occur.
- Successfully planned and coordinated company events and teamwork activities.
- Prepared, proof read and formatted the correspondence.

## SUPERVISOR

Kachanathu Ebenezer Group, Ranni, Kerala

03/2019 - 04/2022,

Kerala, India

#### Achievements/Tasks

- Scheduling, coaching, counseling, disciplining, employees; communicating job expectations; planning.
- Creates and maintains a safe work environment.
- Shares responsibility and accountability for quality of product and service level with direct reports.
- Maintains and supports on going training programs.
- Ensure process documentation is up-to-date and maintained.



## EDUCATION

### PLUS TWO

T.T.T.M.V.H.S.S.

07/2009 - 03/2011,

Vadasserikkara, Kerala

#### Courses

Commerce

### BACHELOR OF COMMERCE

Anupama Science Academy

07/2011 - 04/2014,

Ranni, Kerala, India

#### Courses

Financial Accounting & Banking Co-operation.



## SKILLS

MS WORD

TALLY.ERP9

POWERPOINT

MS EXCEL

CAPABLE FOR PROBLEM SOLVING



## PERSONAL PROJECTS

Impact on GST on Indian Economy.  
(11/2013 - 02/2014)

- Studied the advantages and disadvantages of GST introduction on the country.
- Highly appreciated for publishing the report in 2 National journals.

**Languages** - English, Hindi & Malayalam.

## INTERESTS

- Reading.
- Playing Volley ball.

## PERSONAL INFORMATION

- Date Of Birth - 22/12/1993
- Gender - Male
- Nationality - Indian
- Passport No. - L7509399
- Visa Status - Visiting Visa
- Passport Expiry - 23/02/2024