

Resume

Linnette Chacko

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CAREER OBJECTIVE

A position in your reputed organization **Quality Control / Food & Safety / Purchasing officer/ Production / R&D /any suitable** position whereby I can enhance my career, utilizing my academic qualifications, communication skills and career ambition. My current aim is to work and learn the basics of an organization and prove that I am a reliable and beneficial member of staff within the organization. Further I wish that I can grow professionally and be a responsible member of the team meaningfully contributing to the advancement within the organization.

HIGHLIGHTS

- Good understanding and knowledge of MS Office Applications
- I have very good communication & interpersonal skills
- Friendly & positive attitude which reflects well on my interpersonal skills
- Young, hard working, energetic, enthusiastic with a desire to get things done right first time
- Possess an organized work attitude & an ability to prioritize and plan tasks

WORK EXPERIENCE

Medical and lab equipment Purchasing Assistant

Cteq Ltd., Grosvenor commercial bldg., Dubai (2nd February 2014 to 31st March 2015)

Responsibilities:

- Verifies purchase requisitions by comparing items requested; clarifying unclear items; recommending alternatives.
- Contacts manufacturers inviting their quotations for the requested items.
- Preparing Proforma invoices for the clients.
- Preparing Purchase orders for the suppliers.
- Preparing documents required as per Letter Of Credits for banks.
- Performs a variety of administrative functions associated with purchasing activities.
- Maintaining an electronic filing system and Sage.
- Comprehensive knowledge of Microsoft Word, Outlook, Excel and Access.

Administration Assistant

TAD Metals FZE, Jebel Ali (3rd February 2013 to 31st January 2014)

Responsibilities:

- Preparing Sales contracts and Invoices using the program AS400.
- Arrangement of all the logistics procedures of the company.
- Updating the company database of customers.
- Maintenance of the company database in the most efficient manner
- Maintaining an electronic and hard copy filing system.
- Comprehensive knowledge of Microsoft Word, Outlook, Excel and Access.
- Effective organizational skills.
- Resolving administrative problems.
- Conducting research on behalf of managers.

EDUCATIONAL QUALIFICATIONS

Bachelor of Technology in Biotechnology Engineering

Sahrdya College of Engineering & Technology, Kerala
(University Of Calicut)

Level 4 Advance Food hygiene Course

UNDER GRADUATE PROJECTS UNDERTAKEN

- Microbial Biodiversity & Bioremediation studies Of Endosulfan Contaminated Soil
- Bioremediation of phenolic resins using white rot fungus
- Production of protease from marine Actinomycetes

LABORATORY SKILLS

Mechanical Workshop, Electrical & Electronics Workshop, Microbiology, Biochemistry, Chemical Engineering, Bio-Analytical Techniques, Molecular Biology, Bioprocess Technology

COMPUTER SKILLS

Software: **Sage, AS400, Programming language C, MS Office**

Operating system: **Windows 7/XP**

PERSONAL PROFILE

Date of Birth

17 August 1990

Nationality

Indian

Languages Known

English, Hindi, Malayalam

Passport Details

G7687554

Visa Status

On Father's Sponsorship Visa

Driving License

UAE Driving license

Indian Driving license

Fathers Name

Mr. O.G Chacko

Marital Status

Single

DECLARATION

I hereby solemnly declare that the above mentioned details are true to the best of my knowledge and I bear responsibility for the correctness of the details.