

**Hempel Jayadevan**Email: [jayadevanhempel5@gmail.com](mailto:jayadevanhempel5@gmail.com)

Mob :- 66053006

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**Career Objective**

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Aim to work in a challenging position with a progressive Organization, which will effectively utilize and enhance my knowledge thus developing critical thinking, analytical and problem-solving skills which can be used in complex and changing environments within the industry. My Career goal on the other hand would be to achieve high level of specialization and advancement based on personal efforts and abilities.

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**Employment Experiences**

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**Freelance Real Estate ( 2015 - 2025 On Going)**

- Following up with customers regarding their requirements.
  - Finalizing Real Estate deals by collaborating with Realtors in Kerala and Qatar
  - Sale, Rent and Lease of Agricultural land.
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**Salam Technology (2014 - 2015)****Collections & Receivables:-**

- Following up with all the companies regarding outstanding payments.
  - Keeping good track of records for easy access.
  - Reporting to the accounts manager and updating total amounts received from companies.
  - Issuing legal letter towards companies where single payments have not been made.
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**SKS International ( 2012 – 2013 )****Marketing Executive:-**

- Finding appropriate family accommodation as per client requirements.
  - Dealt with different companies and arranged staff accommodations as per their needs.
  - Kept good relations with all companies for further enquiries.
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**ARCHITECTURAL JOINERY ( 2010 – 2012 )****Marketing Executive:-**

- Dealing with major clients in BARWA and Pearl Qatar for the marketing of finished carpentry products.
- Following up with the clients regarding purchase order, pricing and quotations for their specified product orders.
- Negotiating contracts & maintaining good customer relations.

## **ENERGY AND INDUSTRIAL SOLUTIONS W.L.L ( 2008 – 2010 )**

### **Document Controller:-**

- Managing all commercial and technical documents for the company
  - Implementing processes and tools and providing system reports
  - Maintaining and updating electronic information systems
  - Ensuring accuracy of all documentation
  - Maintaining Center Filing System
  - Set up and maintain a computerized document control system
  - Managing overall control and handling of Engineering / Construction Documents and Drawings
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## **QATAR AIRWAYS, Flight Operations (2005-2008)**

### **Crew Scheduler:- ( Staff # 18516 )**

- Scheduling of Cabin Crew and Flight Deck crew for day to day flights.
- Organizing and coordinating the concerned departments for arranging tickets for CA and FD.
- Ensure the flights are covered with sufficient and reliable crew concerned with the designated sectors in critical scenarios.
- Action and scheduling of crew rosters in accordance with FTL for online/offline transit flights.
- Liaison with SEP Dept, Performance Officers, Cabin Crew Welfare and Training Department for an enlightened survey and implementation based on the standard procedure of the Airline.
- Construct Scrutinize and Revise Dispatch reports in accordance with daily movements / flights and regulate required changes before releasing the flights.
- Initiate and conveyance of crew messages using AIMS system.
- Assembling, Gathering and organizing database of crews for record purpose and verification
- Plan and roster crews in accordance with restrictions based on nationalities and other required terms, policies, procedures and legal affairs concerned with different destinations operating and to be operated to.

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### **Professional Qualifications**

- Efficient in MS Office.
- First place in typewriting

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### **Educational Qualification**

**Studied in M.E.S Indian School till 12<sup>th</sup> Grade in Commerce( Doha-Qatar )**

**Languages Known & Fluent :- English, Hindi, Malayalam**

**Qatar Driving License :- Valid till 29/02/2030**