

PHILE PONNACHAN



CAREER OBJECTIVE

I look forward to a challenging and exciting career with a reputed organization that provides excellent working environment and opportunities where I desire to dedicate my educational background, technical knowledge, skills etc. I believe in effective working & which will be the key to the success.

WORK EXPERIENCE

Dr Jacob's Dental Center APR 2023 - FEB 2025

Messenger, Clinic Coordinator and Assistant Administration

- Coordinating and managing patient appointments and admissions.
- Overseeing medical supplies and clinic inventory.
- Managing correspondence, filing systems, and office supplies.
- Maintaining accurate records and preparing reports.
- Ensuring smooth day-to-day operations of the office.
- Staff Pick and drop

Medtech Corporation DEC 2018 - FEB 2023

Office Boy & Store Management

- Providing support with daily office tasks and errands.
- Keeping track of office supplies and restocking as needed.
- Managing stock levels, replenishing items, and preventing shortages or overstocking.
- Handling customer inquiries, complaints, and ensuring customer satisfaction.
- Monitoring sales trends and preparing reports for business insights.

Palm Grove Restaurant Doha DEC 2017 - AUG 2018

Mess Supervisor - Qatar

- Coordinating and overseeing the preparation of meals, ensuring variety and nutritional balance
- Monitoring stock levels of food and kitchen supplies, and placing orders as needed.
- Managing kitchen and service staff, assigning duties, and ensuring teamwork.
- Managing budgets, controlling food waste, and optimizing resources to minimize costs.
- Addressing concerns or feedback from mess users and ensuring satisfaction.

CONTACT

+974 30861381

philepponnachan1989@gmail.com

Qatar

PERSONAL DETAILS

Date of Birth : 18-01-1989

Gender : Male

Father's Name : C Ponnachen

Mother's Name : S Ponnachen

Nationality : Indian

Marital Status : Married

Religion : Christian

Permanent Address : Pulickal

Kochuveedu, Kadapra P.O,

Kumbanad Pathanamthitta

(Dist) Kerala— 689547

HOBBIES

Reading
books, Listening Music

DRIVING LICENSE DETAILS

VALID QATAR DRIVING LICENSE

PASSPORT DETAILS

Passport No : P0627100
Date of Issue : 08/09/2016
Date of Expiry : 07/09/2026
Issued at : Trivandrum

LANGUAGES

1. English : Excellent in
 - Speaking
 - Writing
 - Reading
2. Hindi : Excellent in
 - Writing
 - Reading
 - Speaking
3. Malayalam : Excellent in
 - Writing
 - Reading
 - Speaking



EDUCATION

BOARD OF HIGHER SECONDARY EXAMINATION, KERALA 2007 - 2009
S.S.S.C

BOARD OF PUBLIC EXAMINATION, KERALA 2004 - 2005
S.S.L.C



STRENGTH

- More than 7 years of experience in Qatar
- Strong ability to maintain work
- Positive attitude and strong sense of responsibility
- Ability to work independently or interdependent



KEY PROFESSIONAL SKILLS

- Analysing & Problem-Solving Skills
- Excellent Technical Skills
- Responsible
- Good Communication Skills
- A Good Team Leader
- Willingness to learn new things.
- Hard working
- Organizing & Planning Skills
- Punctual
- Maintaining safety and quality environment
- Driving



DECLARATION

I hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief.

Date :

Place : Qatar

Phile P Ponnachan