

JERIN JOSHY MATHECKAL

Purchaser cum Driver

Phone: +974 7200 8350 | Email: jerinj777@gmail.com

Location: Doha, Qatar

PROFESSIONAL SUMMARY

Experienced Purchaser cum Driver with 8+ years in procurement, inventory management, staff supervision, and logistics. Skilled in decision-making, problem-solving, and timely delivery coordination. Fluent in English, Hindi, and Malayalam.

KEY SKILLS

- MS Excel
 - MS Word
 - Procurement & Purchasing
 - Inventory & Stock Management
 - Billing & Payment Processing
 - Staff Supervision & Scheduling
 - Delivery & Logistics Coordination
 - Customer Service & Guest Handling
 - Time Management & Leadership
 - Problem Solving & Conflict Resolution
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WORK EXPERIENCE

Purchaser cum Driver

L'ETO CAFFE, Doha, Qatar | May 2025 – Present

- Manage procurement and maintain inventory levels.
- Coordinate deliveries and supervise staff.
- Oversee billing, payments, and distribution logistics.

Purchaser cum Driver

Madras Chutneys, Doha, Qatar | Mar 2024 – Apr 2025

- Handled purchasing and stock management.
- Supervised delivery operations and staff schedules.
- Processed billing and assisted with customer services.

Supervisor

City Mall, Thodupuzha, India | Nov 2015 – Feb 2024

- Managed staff and work schedules.

- Maintained records and reports; resolved conflicts.
 - Supervised daily operations and ensured compliance.
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EDUCATION

Bachelor of Commerce (B. Com)

Co-Operative College, Thodupuzha, India | 2011 – 2014

LANGUAGES

English | Hindi | Malayalam

CERTIFICATIONS / LICENSES

- Valid Qatar Driving License – Manual
 - Valid QID; NOC available
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REFERENCES

Thomas Jacob – Proprietor, Madras Chutneys, Doha, Qatar

Phone: +974 3003 0122

Rini Harikrishnan – Proprietor, City Mall, India

Phone: +91 9946618666 | Email: rini7002@gmail.com

DECLARATION

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

Place: Doha

Date: _____

Signature: Jerin Joshy Matheckal
