

## CURRICULUM VITAE

### **Manu Mathew**

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### **Career Objective**

To obtain a key role in services that I can enhance my capabilities with the development of the organization for which I work.

### **Work Profile**

#### **Amana Toyota, VPK Motors (P) Ltd.**

[www.amanatoyota.com](http://www.amanatoyota.com)

Designation : Warranty Administrator  
Duration : From march 2018 – present

### **Job Profile**

- Efficiently review and process Toyota Warranty Claims.
- Document and track claims through completion.
- Ensure claim legitimacy and adherence to warranty agreements and company policy.
- Communicating with manufactures (TKM-Toyota Kirloskar Motor) for securing replacement parts and repairs for defective merchandise.
- Handles the shipment of defective parts.
- Diagnosing the complaints and make FI (Field information) to manufacture (TKM) for warranty approvals.
- FMSC preparation and follow-ups.
- Daily service activity report updating.
- KPI report updating.
- Kaizen updating.

### **Work Profile**

#### **Muscat Overseas Equipment Trading Co.LLC, Muscat-Oman**

[www.muscatoverseas.com](http://www.muscatoverseas.com)

Designation : Stores Assistant  
Duration : 10/09/2013 to 16/11/2016

### **Job Profile**

- Warehouse store assistant & store keeper.
- Deal with spare parts of JCB Construction and Earthmoving Equipments- JCB Loadall, Excavator, Backhoe loader(1cx, 3cx, 4cx), Wheel loader(shovel), Gensets, Fork lift, Roller, Drill machine, Hydraulic breaker..
- Other product key brands- MKB Rock Breakers, Volvo penta marine, Still fork lift, Kaeser compressor, Skyjack, Nifty, TCA lift, Sitemaster & Techking tyres, Puzzolana crusher machine, Heli forklift.
- Inventory control.
- I Procurement.

- Spare parts purchase requisition making & place orders as per customer's requirements.
- Parts receiving.
- Receipt making.
- Physical verification of parts, tagging & allocating (binning).
- Finding the discrepancies and reporting.
- Costing of the items against the invoice (Landed Cost Management).
- Cost adjustments.
- Delivery Order making through branch parts transferring to branches against their orders.
- Interaction with customers & courier servicers.
- Counter sales activities.
- Workshop parts issuing.
- Quote making.
- Local Purchase Order (LPO) making.
- Delivery Order (DO) making.
- Invoicing.
- Requisitions making.
- Petty cash handling

### **Training Attend**

Training attends at Mechanical Section of KSRTC (Kerala State Road Transport Corporation), Kalpetta from 16/05/2012 to 27/05/2012, for the part of industrial training.

### **Computer Software and Applications known**

- Auto CAD
- M S Office
- Windows group, Linux, Ubuntu
- Oracle ERP (Enterprise resource planning)
- Oracle EBS (E-Business Suite)
- SAP ERP (Systems applications and products)
- JCB Service Parts Pro – Product catalogue
- Toyota CTDMS application, Topserv, Connect.
- Toyota EPC (Electronic Parts Catalogue).

### **Educational Details**

<b>Name of Examination</b>	<b>Board/University</b>	<b>Name of Institution</b>	<b>Year of Passing</b>	<b>Percentage of Marks/CGPA</b>
Diploma in Mechanical Engineering	State Board of Technical Education, Kerala	Govt. Polytechnic College, Meenangadi	2013	7.41/10 (First Class)
Plus Two	Board of Higher Secondary Examination, Kerala	Govt. Higher Secondary School, Kakkavayal	2010	79%
S.S.L.C	Board of Public Examination, Kerala	Govt. High School, Kakkavayal	2008	84%

### **Co-Curricular & Extra Curricular activities**

- Worked as Departmental coordinator in JCB Dancing Diggers Show at Infra Oman exhibition-2015.
- Program coordinator for various events in college.

### **Academic project work**

The power operated rotary raw banana slicer was designed and developed.

### **Academic seminar**

Sensotronic Brake Control System.

### **Personal profile**

<b>Age</b>	:	27 years
<b>Date of Birth</b>	:	7 <sup>th</sup> December 1991
<b>Father's Name</b>	:	Mathew.K.J
<b>Gender</b>	:	Male
<b>Marital Status</b>	:	Single
<b>Nationality</b>	:	Indian
<b>Languages known to</b>		
(Read & write)	:	English, Malayalam & Hindi
Communication	:	English, Malayalam, Hindi, Tamil, Arabic
<b>Passport No.</b>	:	L2798540
<b>Driving Licence No.</b>	:	12/9113/2011

### **Summary**

I am a person confident of my abilities with strong analytical skills. I am aggressive, honest, determined and enjoy challenges. With my experience, I can adapt well to any new situation.

### **Declaration**

I, Manu Mathew, hereby declare that the above given statements are true to the best of my knowledge.

Place: Thikkaipetta

Date :

**Manu Mathew**