



Mathews Jacob

(Padipurayil Mathews Jacob)

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Location

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CERTIFICATION

- Microsoft Technology Associate (SQL Server 2018)
- Microsoft Office Specialist – Excel 2016
- Microsoft Office Specialist – Access 2016
- Google Digital Unlocked



EDUCATION

- Engineering Diploma (Electronics & Telecommunication)
- Master of Arts (Public Administration)
- Master of Business Administration (General Administration)

MILESTONES

- **IAF:** 1972 – 1987: Indian Air Force (Sergeant in Electronic Stream)
- **SAUDI ARABIA:** 1988– 2007: System Analyst in Airports & Seaports Division in Jeddah Hq of Saudi Binladin Group – O&M
- **BIAL:** 2007 – 2013: Senior Maintenance Manager – Coordination & System Analysis at Bangalore International Airport
- **QATAR: 2013 – 2015: Maintenance Manager – CMMS/Maximo at Hamad International Airport Doha – Qatar (Qatari Diar – SBG O&M)**

STRENGTH/EXPERTISE

EXPERTISE	STRENGTH/EXPERIENCE
Motivational Speaker	Attitude, Leadership Excellence, Team Building, Effective Communication, Yoga and Meditation
Office Management	Office Management- Change Management, Reforms such as Six Sigma and Quality Circle, Correspondence, Technical Writing, Accountancy/Book Keeping
Man Management	Welfare Oriented Management, Corporate Social Responsibility, Personnel Management, Training, Inspiration
IT - MS Office, Database	All-rounder in Microsoft Office- Excel, Word, Powerpoint, Publisher. Database Administrator in Oracle 12c, Microsoft SQL Server & IBM MAXIMO.
Data Analysis/Data Mining	Oracle 12c, Microsoft SQL Server, Microsoft Access, Visual Studio, SQL, PL/SQL, Cognos Impromptu. Specialisation in generating high quality Reports.
IT – Web Development	Website Development, Content Writing, HTML/CSS, Wordpress
Quality System	Accreditation Process, Process Manual Preparation, Implementation, Quality Auditor, ASQ (Airport Service Quality) Coordinator.
Training	Trainer in MS Office, IBM-MAXIMO, Maintenance Management Systems, Quality System Implementation