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## **JOICE MATHEW**

E-mail – joicemathewkply@gmail.com

House no-161, 4<sup>th</sup> floor  
Sarai Juliana

Near Escort Hospital

New Delhi

Mobile: +91-9873429002



### **EDUCATION QUALIFICATION**

- **PRE DEGREE PASSED FROM MAHATMA GANDI UNIVERSITY KERALA-2001 MARCH.**

### **PROFESSIONAL QUALIFICATION**

- **I.T.I ELECTRICIAN** Ministry of labour National council for Vocational Training, Government of India. (July-2003)
- **DIPLOMA IN ELECTRICAL ENGG** J.R.N Rajasthan Vidyapeeth University, Udaipur, Rajasthan, India. (December-2010)

### **WORKING EXPERIENCE**

#### **12 YEARS 5 MONTH EXPERIENCE**

- **1 Year Apprenticeship training in Kerala State Electricity Board, Transformer maintenance and repairing division Pallam (TMR) Dece-2003 to Dece-2004.**
- **3 Year 3 month experience in Strabag Engg Pvt Ltd Khanpur. At site Ranbaxy Fine Chemicals Ltd Okhla Industrial area New Delhi. Jan-2005 to Mar- 2008. As an Electrician.**
- **3 Year 6 month experience in Vipul Facility Management Pvt Ltd Gurgaon. At site Splendor Forum, District Center Jasola New Delhi. April- 2008 to Dec- 2008 as a Multi**

**Skilled Technician, Dec-2008 to Dec-2010 as a maintenance supervisor. Jan-2011 to September-2011 as a Facility Engineer.**

- **4 month experience in Faber Star facility management Pvt Ltd Noida. At site Pearls Gateway tower, Noida. October-2011 to February-2012 as a Facility Engineer.**
- **Presently working in Compass India Support service Pvt Ltd Gurgaon. At site Splendor Forum, District center Jasola New Delhi. February-2012 to till date as a Asst Facility Manager.**

## **NATURE OF THE WORK**

- ❖ **Operation and Maintenance of H.T panel and P.L.C Operating L.T panel, A.C.B, V.C.B, O.C.B & Relay system.**
- ❖ **Operation and Maintenance of D.G sets below 1010 KVA with D.G Synchronization.**
- ❖ **Operation and Maintenance of Domestic distribution Transformer oil and dry type Below 1500KVA**
- ❖ **Operation and Maintenance of any type of Induction Motors with Motor Starters.**
- ❖ **Operation of Central Air Condition Plant below 300 TR, AHU, FCU, SEF & EAF**
- ❖ **Operation and Maintenance of U.P.S below 100KVA.**
- ❖ **Basic knowledge of Computer, B.M.S, and C.C.T.V.**
- ❖ **Operation and maintenance of Elevators.**
- ❖ **Operation and maintenance of STP, WTP and Softener plant.**
- ❖ **Operation and maintenance of Hydrant & Jockey pumps, Heat & Smoke detectors, Fire Extinguishers and Sprinklers**
- ❖ **Keep the all records of Operation and Maintenance schedule, Load sharing, Power Factor details, Voltage, Current and Frequency.**

## MANAGEMENT

- ❖ Maintaining various records of housekeeping and maintenance staff.
- ❖ AMC records.
- ❖ Vendor Management.
- ❖ Billing.
- ❖ Daily report, MMR
- ❖ Health and Safety Environment.

## PASSPORT DETAILS

Passport No : N3633485

Date of Issue : 13-Oct-2015

Date of Expiry : 12-Oct-2025

## PERSONAL DEATAILS

Fathers Name : PM Mathew

Date of Birth : 31-May-1982

Sex : Male

Permanent Address : Puthiyidathu House  
Kanjirappally P.O  
Mannarakayam, Kariplavu  
Kottayam (Dist), Kerala State-686507  
PH-04828 206240

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi and Malayalam

Place:

Date: JOICE MATHEW

52



P

IND

**N 3633485**

JOICE MATHEW

INDIAN

M

31/05/1982

KANJIRAPPALLY, KERALA

COCHIN

13/10/2015

12/10/2025

P<IND<<JOICE<<MATHEW<<<<<<<<<<<<<<<<<<<<<<  
N3633485<1IND8205317M2510125<<<<<<<<<<<<<<<<8

विद्यार्थी / OBSERVATION

विशेष सेवा / MISCELLANEOUS SERVICE



N3633485

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

PUTHIYIDATHU MATHEW MATHEW

माता का नाम / Name of Mother

ANCY

पति या पत्नी का नाम / Name of Spouse

VINEETHA JOSEPH

पता / Address

PUTHIYIDATHU

KANJIRAPPALLY P.O, MANNARAKAYAM, KOTTAYAM

PIN: 686507, KERALA, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

F1783155

11/01/2005

COCHIN

फाइल नं. / File No.

C04078859171715

09-April-2016

**To whom so ever it may concern**

This is to certify that Mr. Joice Mathew is working in our organization as Asst Facility Manager in engineering department since 13-Feb-2012. (Operation and maintenance of electrical systems, HVAC, DG sets, WTP/STP, Elevators, fire fighting equipment's, house keeping, AMC records, vendor management, billing and HSE).

His conduct and behavior is satisfactory. He is sincere and hardworking.

He has good capacity to execute the works and leadership quality to cooperate and lead a team of work force. Under his guidance and workmanship many quality jobs have been executed to the satisfaction of the clients.

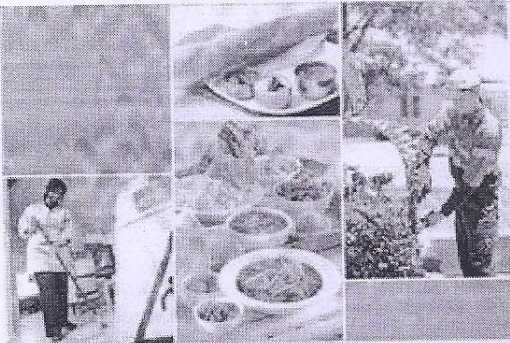
We wish him the entire best and bright career in future.

Thanks & Regards,

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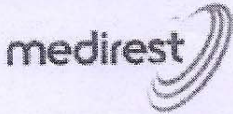
Suvendu Thumb Samanta | FM-Operations | Mobile : +919582597429 | Email : [fm.splendor@compass-group.co.in](mailto:fm.splendor@compass-group.co.in) | Website : <http://www.compass-group.com>

Compass India Support Services Pvt. Ltd, Project: Splendor Forum, Plot no-3, Jasola District Centre, New Delhi-110025, Tel: 011-40604483



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S.No. **Nº 035061**

Enrolment No. **DE-1/09/196167**

**JANARDAN RAI NAGAR RAJASTHAN VIDYAPEETH UNIVERSITY**  
(Deemed to be)  
**UDAIPUR (RAJASTHAN) INDIA**  
(Established Under Section 3 of the UGC Act, 1956 vide Notification  
No. F.9-5/84-U-3, January 12, 1987 of the Government of India)



Certified that ..... **JOICE MATHEW** .....

S/D of ..... **P.M. MATHEW** .....

having attended the ..... **THREE YEAR** ..... course and passed

the examination in the year ..... **2010** ..... from this

university has been awarded the

**Diploma**

in ..... **ELECTRICAL (LATERAL-ENTRY)** ..... Engineering

Udaipur

Date **29-12-2011**

  
Vice-Chancellor

**JANARDAN RAI NAGAR RAJASTHAN VIDYAPEETH (DEEMED) UNIVERSITY**  
**DIRECTORATE OF DISTANCE EDUCATION**

(Declared Under Section 3 of the UGC Act. 1956 vide Notification No. F.9-5/84-U-3, January 12, 1987 of the Government of India)

**Pratap Nagar, Udaipur 313 001**

**Rajasthan (India)**



**S. No. 51381**

**Roll No. 137431**

**Enrol. No. DE-I/09/196167**

**PROVISIONAL CERTIFICATE**

**Certified that**

**JOICE MATHEW**

**S./O.,D/O.**

**P.M. MATHEW**

**has passed his/her DIPLOMA IN ELECTRICAL**

**XXXXXXXXXXXXXXXXXXXX**

**and was placed in Grade - B**

**XXXXXX, in the session /Year Dec - 2010 from Janardan Rai Nagar Rajasthan**

**Vidyapeeth University, Udaipur in Regular/Distance Mode**

**Udaipur Dated 13-Dec-11**  
(133)

**Registrar / Dy. Controller**  
**of Examinations**



01-October-2011

## **EXPERIENCE CERTIFICATE**

This to certify that Mr. Joice Mathew son of Mr. PM Mathew has worked with us from April-2008 to December-2008 as a Multi Skilled Technician, December-2008 to December-2010 as a Maintenance Supervisor and January-2011 to September-2011 as a Facility Engineer (Operation and maintenance of electrical systems, HVAC, DG sets, WTP & STP, Elevators and firefighting equipment's) in Vipul Facility Management Pvt Ltd at site Splendor Forum, Jasola District centre, New Delhi.

During the job we found him very hardworking, honest and punctual, reliable and his job as well as up to our expectation. We are sure about his capability that he would fully be to do justify to his profession.

We wish him all the best in his future endeavors.

For Vipul Facility Management PVT LTD

SUVENDU THUMB SAMANTA

Facility Manager Splendor Forum





**Vipul**

Facility Management  
Building Sense

**Vipul Facility Management Pvt. Ltd.**  
(A Wholly Owned Subsidiary of Compass Group PLC)



## Certificate of Excellence

is hereby awarded to :

**Mr./Ms.** Joice Mathew

for being adjudged as Best VFM Employee .....at site New Delhi - Splendor Mall  
towards his/her contributions during October 2010 - March 2011

Parikshit Roy  
Managing Director-Support Services (India)

# RFCL

Science, Solutions & Life

RFCL Limited, A-3, Okhla Industrial Area, Phase-I, New Delhi-110020, India

Phone : (91-11) 41609171-75, 42395700 Fax : (91-11) 41609189, 26813676, E-mail : info@rfcl.in, Web: www.rfcl.in

4-April-2008

## EXPERIENCE CERTIFICATE

This is to certify that Mr. Joice Mathew has worked with us from January- 2005 to march- 2008 as a "Electrician" based at New Delhi (Head Office). He was working in maintenance department (operate LT panel, DG sets and all type of Electrical maintenance work.

During his tenure with us, he was found to be honest, sincere and dedicated to the given assignment.

We wish him all the best in his future endeavors

For Ranbaxy Fine Chemicals Ltd

(KAMAL HALDUNIYA)

Sr Executive - Admin



**RANKEM**



**KERALA STATE ELECTRICITY BOARD**  
**T.M. R. DIVISION**

**Certificate**

This is to certify that.....*Sri. Joice Mathew*.....  
son of *Sri. P.M. Mathew, Puthiyedathu,*.....  
*Kanjirapally P.O, Mannanarkayam, Kanjirapally*.....  
paid apprentice has successfully completed the period of apprentice training  
from.....*12-12-2003*.....to.....*10-12-2004*.....under the T.M.R.  
Division, Pallom. During the above period he was given practical training in  
the repairing of faulty distribution transformers and CT PT units of various  
capacities, testing of new transformers, repairing, testing and calibration of  
3 Phase and Single Phase energy meters etc.

His character and conduct are.....*Good*.....

Pallom

*30-12-04*



*[Signature]*  
Executive Engineer



भारत सरकार  
GOVERNMENT OF INDIA  
श्रम मंत्रालय  
MINISTRY OF LABOUR

राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद्  
National Council for Vocational Training

## राष्ट्रीय शिक्वता प्रमाण-पत्र

### NATIONAL APPRENTICESHIP CERTIFICATE

श्री/कुमारी/श्रीमती ..... सुपुत्र/सुपुत्री/पत्नी  
Sh. / Km. / Smt. .... JOICE MATHEW ..... son / daughter / wife of  
श्री ..... को शिक्वता अधिनियम,  
Shri ... P. M. Mathew ..... having received apprenticeship training  
1961 के अधीन प्रतिष्ठान .....  
under the Apprentices Act, 1961 at T. M. R. Division, Pallom .....  
में ..... से ..... तक  
from ..... 12.12.2003 ..... to ..... 11.12.2004 .....  
..... के व्यवसाय में शिक्वता प्रशिक्षण  
in the trade of ..... Electrician ..... , passed the prescribed  
पाने-और राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद् द्वारा ..... में आयोजित  
trade test conducted by the National Council for Vocational Training  
held in ..... April 2005 ..... and is  
निर्धारित परीक्षा में उत्तीर्ण होने पर यह राष्ट्रीय शिक्वता प्रमाण-पत्र प्रदान किया जाता है।  
awarded this National Apprenticeship Certificate.

प्राप्त अंक  
Total marks secured

456

कुल अंक  
Out of 650

सचिव  
राज्य व्यावसायिक प्रशिक्षण परिषद्  
Secretary  
State Council for Vocational Training  
केन्द्रीय शिक्वता प्रादेशिक सलाहकार  
Regional Central Apprenticeship Adviser  
R. C. KOTTAYAM

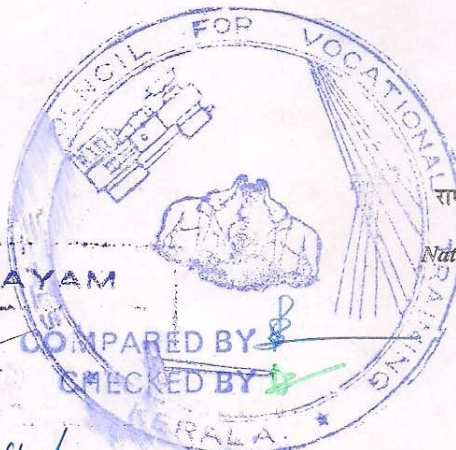
सचिव  
राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद्  
Secretary  
National Council for Vocational Training

Prepared By

Checked By

Correction in any

Cankyaat Delhi



क्र. सं. (एन.टी.सी.) 2003 (S-5)

Sl. No. (N.T.C.) 2003 (S-5)

Nº 255177



सत्यमेव जयते

भारत सरकार

GOVERNMENT OF INDIA

श्रम मंत्रालय

MINISTRY OF LABOUR

राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद्

NATIONAL COUNCIL FOR VOCATIONAL TRAINING

## राष्ट्रीय व्यवसाय प्रमाण-पत्र NATIONAL TRADE CERTIFICATE

श्री/श्रीमती/कुमारी .....

सुपुत्र/पत्नी/सुपुत्री श्री .....

को

में

प्रशिक्षण पूरा करने और माह .....

सन् दो हजार .....

में आयोजित .....

की निर्धारित व्यवसाय परीक्षा में

उत्तीर्ण होने पर यह व्यवसाय प्रमाण-पत्र प्रदान किया जाता है।

*Shri/Shrimati/Kumari.....J.O.I.C.E...M.A.T.H.E.W.....  
Son/Wife/Daughter of Shri.....P.M.M.A.T.H.E.W.....  
having completed the course of training at..Madonna...Institute...&.....  
.....Electronics.....Engineering...&...etc.,..Kanjirapally...and  
passed the prescribed trade test in the trade of...ELECTRICIAN.....  
held in the month of.....July.....Two Thousand...three.....  
is awarded this Trade Certificate.*

सचिव

Secretary

राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद्

National Council for Vocational Training



BK

सचिव

Secretary

राज्य व्यावसायिक प्रशिक्षण परिषद्

State Council for Vocational Training

COMPARED  
CHECKED

प्रशिक्षण अवधि

..... से ..... तक

Period of Training

From ..... August 2001 ..... To ..... July 2003 .....

स्कूल के प्रमाण-पत्र में दर्ज जन्म-तिथि .....

Date of birth as recorded in School Certificate ..... 31.05.1982 .....

पता ..... Thirty first May Nineteen eighty two .....

Address ..... Puthiyadathu, Kanjirapally .....

प्रधानाचार्य .....

Principal .....  .....

तारीख ..... MADONNA INSTITUTE OF  
ELECTRONICS ENGINEERING & I.T.C.  
KANJIRAPALLY-686 507, KERALA .....

Date ..... 07.08.2004 .....



**G. MOHANAKUMARAN NAIR**  
Additional Secretary to Govt  
General Education Dept Kerala  
Certificate Authentication Centre  
THIRUVANANTHAPURAM



Serial No. 05383

GOVERNMENT OF KERALA  
INDUSTRIAL TRAINING DEPARTMENT  
PROVISIONAL NATIONAL TRADE CERTIFICATE

Shri/Smt. JOICE MATHEW Roll No. A05004030

having completed the course of training at MADONNA INSTITUTE OF ELECTRONICS ENGG. & ITC  
KANJIRAPPALLY, KOTTAYAM - 686 507

and passed the prescribed trade test in the trade of ELECTRICIAN

held in the month of JULY 2003

is awarded this certificate provisionally.

The National Trade Certificate will be issued by the National Council for Vocational Training.

Period of training : from August 2001 to July 2003

Character : Good

## TRADE TEST MARKS

| Subject                        | Maximum Marks | Marks Obtained |                     |
|--------------------------------|---------------|----------------|---------------------|
|                                |               | In figures     | In words            |
| PRACTICAL TEST                 | 400           | 298            | (Two, Nine, Eight)  |
| TRADE THEORY                   | 120           | 74             | (Seven, Four)       |
| WORKSHOP CALCULATION & SCIENCE | 60            | 37             | (Three, Seven)      |
| ENGINEERING DRAWING            | 70            | 54             | (Five, Four)        |
| SOCIAL STUDIES                 | 50            | 34             | (Three, Four)       |
| Total                          | 700           | 497            | (Four, Nine, Seven) |

Checked by 15/10/03

Dated signature of the Principal of ITI/ITC with Institute seal 15/10/2003



Signature of the certificate holder

Date : 15/10/03

(Facsimile signature)  
Secretary, State Council for  
Vocational Training.