

## RESUME



**NANDHU KM**

**MECHANICAL ENGINEER / DATA CONTROLLER**

**EMAIL:** [nandhu.krishnamana@outlook.com](mailto:nandhu.krishnamana@outlook.com)

**Contact Number:** 0547011242

**Passport No:** R6081975

**Al nadha, Dubai**

**Visa status : Visit**

### **CAREER OBJECTIVE**

***To be a part of an organization where I can fully utilize my skills and make a significant contribution to the success of the company and at the same time my individual growth***

### **STRENGTH**

- ***Excellent communication skills in English & Hindi***
- ***Able to work in harsh environment***

### **RESPONSIBILITY**

- ***Develop Photocopies / Binding and transmitting of documents as part of client's submission***
- ***Good working knowledge of Office software (Word, Excel, PowerPoint, etc..) and a good level of computer literacy***
- ***Develop and maintain document control processes for the efficient management and recording all documentations***
- ***Responsible for Control/Track/Issue of complete project documentation such as incoming and outgoing correspondence, site instructions, change orders, Letters, staff daily report,***

***Submittals and other forms of pertinent documents from the client and subcontractors***

- ***Archiving /Scanning/Printing - Renaming, recording and filing incoming hard or electronic copies of drawings***
- ***Scheduling***
- ***Recording, checking and tracking all incoming and outgoing project documents***
- ***Client Needs Assessment***
- ***Customer Complaint Resolution***
- ***Invoice Processing***
- ***Resolving Shipping and Delivery Problems***

## **ACADEMIC QUALIFICATION**

- ***MECHANICAL ENGINEERING (2012 to 2016)***
- ***+2 /2012 (PUTHUR.GOV.VHSS,VADAKARA)***
- ***10 CBSE /2010 (SREE GOKULAM PUBLIC SCHOOL,VADAKARA)***

## **ACHIEVEMENTS**

- ***Project in emission control using aqua silencer***
- ***Mini project in robotic hand***
- ***Regional basketball player school level***
- ***Won prizes in athletics (running race, long jump & short put )***
- ***Drawing***

## **PROJECTS**

***EMISSION CONTROL USING AQUA SILENCER***

***Robotic hand (mini project)***

## **WORK EXPERIENCE**

- ***CUSTOMER SERVICE ADVISOR /Data Controller (MARUTI SUZUKI, MADAPALLY) ( 5 July 2018 to 17 Dec 2019 )***

- *Customer Service Executives (Serco<Aircel>Pondicherry ) (19 august 2015 to 30 November 2016)*

## **SOFTWARE**

- *Microsoft Word*
- *Excel*
- *PowerPoint*
- *Photoshop*
- *AutoCAD*
- *Ansys*

## **PERSONAL DETAILS**

- *DOB: 10-10-1991*
- *Languages known: English, Malayalam, Tamil, Hindi*
- *Hobbies: Driving, Travelling, DRAWING*

## **DECLARATION**

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

*Place : Al Nahda, Dubai*

**NANDHU.KM**

