

**SREEJITH. K.V**

Aswathy Nivas  
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Palakkad. Dist  
Kerala. State  
India. Nation  
679538. Pin

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**PERSONAL DETAILS**

Name : SREEJITH.K.V.  
Father's Name : S. Raja Sekharan  
Date of Birth : 30.11.1982  
Age : 40 Years  
Marital Status : Married  
Spouse Name : Rajitha  
Nationality : Indian  
Religion : Hindu

# CURRICULAM VITAE

**OBJECTIVE**

Seeking a challenging opportunity as a Time keeper/ Security Guard where my educational potential, analysis ability and job experience will contribute to the productivity. Improvement and betterment of your organization and my career prospectus.

**PROFESSIONAL QUALIFICATION**

Pre-Degree : Calicut University  
S.S.L.C. : Board of Public Examination, Kerala

**COMPUTER KNOWLEDGE**

DIPLOMA IN COMPUTER APPLICATION (DCA)

**WORK EXPERIENCE**

Company : VIBGYOR Institute of QS, Thrissur  
Position : Security Guard  
Working Period : July 2010 to December 2017

Company : Dodsall Engg. & Const. Pvt. Ltd, Qatar  
Project : Ras Gas Onshore Expansion Project  
Phase - II ( RGXII)  
Client : Chiyoda - Technip Joint Venture (CTJV)  
Working Period : 10.01.2007 to 10.08.2009  
Designation : Time Keeper (P& A Department)

Company : Sai Tech Engineering Co, Bombay  
Position : Data Entry Operator  
Working Period : July 2005 to December 2006

**PASSPORT DETAILS**

Passport No : L 2984617  
Date of Issue : 09.08.2013  
Date of Expiry : 08.08.2023  
Place of Issue : Malappuram

## **JOBS HANDLED**

- ✓ Preparing daily attendance sheets for workers and staff.
- ✓ Maintaining record of all vehicles and equipment reports.
- ✓ Maintaining records of camp records and allocation of room to workers.
- ✓ Allocation of workers to different sections at site as per the instruction from the Construction Manager.
- ✓ Interaction with construction Manager, Foreman, Supervisors to collect the backup data of site workers
- ✓ Preparation of time sheets and payrolls of all employees. Co coordinating with site Foremen Engineers and Site in - Charge regarding requirement of workers at site.
- ✓ Keeping personal files and registers in tact Preparing weekly monthly reports and submit to P & A Manager, Updation of mobilization list as per the advice P & A Manager Etc...

## **LANGUAGES KNOWN**

- English
- Hindi
- Malayalam
- Tamil

## **DECLARATION**

I hereby declare that the above mentioned particulars are true & correct to the best of my knowledge

Place: Koottanad

**SREEJITH**