



## Contact

### Current Location:

Abu Dhabi, UAE

### Nationality:

Indian

### Phone:

UAE - +971522618266

INDIA - +919526693349

### E- Mail:

[gouthammenon2662@gmail.com](mailto:gouthammenon2662@gmail.com)

### Personal Information:

**Father's Name:** Madhusudanan

**Mother's Name:** Jayalakshmi

**DOB:** 19/12/1995

**Gender:** Male

**Marital Status:** Single

**Driving License:** INDIA, UAE

### Languages Known:

English

Hindi

Malayalam

Tamil

### Passport Details:

**Passport No** : S2916373

**Date of Issue** : 04 June 2018

**Date of Expiry** : 03 June 2028

**Place of Issue** : Cochin

### Skills:

- AutoCAD
- MS Office
- HAP Software(for HVAC)

# Goutham Menon

**HR & Admin Assistant**

**MEP Site Supervisor**

**Receptionist & Admin Assistant**

## OBJECTIVE

Seeking a position to enhance my career in a high-level professional environment to secure a challenging position in a reputable organization to expand my learning, knowledge, skills, and experience.

## WORK EXPERIENCE

**HR And Admin Assistant**

**December 2019 – Present**

**EPIC Piping International (Emirates Prefabrication Industries LLC),  
Abu Dhabi, UAE.**

Responsible for day to day documentation works for clients, managers, workers, etc.. Need to prepare supporting documents for PROs and HR for Visa procedures, applying for labour cards, etc.. Answering calls and emails by representing the firm. Interacting with all the clients and managers for completing their documentation works.

**MEP Site Supervisor**

**October 2018 – November 2019**

**Artistic Interior Design IND LLC, Sharjah, UAE.**

Responsible for all the works in a Civil design sight. Carries out works of Air conditioning, Electrical circuit wirings, preparation of BOQ and cost calculations for a particular sight. Controlling the team of workers within a site. Arranging meetings with clients as well as with managers. Well knowledge of AutoCAD, MS Office, etc..

**Receptionist and Admin Assistant**

**April 2017 - September 2018**

**Sopanam Heritage Hotel, Kerala, India**

Responsible for attending calls, answering emails, greeting and guiding guests according to their needs and assisting the guests for better feedback. Collecting and documenting guest details. Also done documentation of worker details and day to day expense details.

## EDUCATION

**Diploma in MEP**

**2018**

STED Council

**B-Tech (Mechanical Engineering)**

**2014 - 2018**

Calicut University

**HSC**

**2012 – 2014**

Kerala State Board