

CHRISTOPHER JEGANS



Contact

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Computer skills

- Microsoft Excel.
- Microsoft Word.
- Microsoft PowerPoint.
- Microsoft Outlook.
- Email Management.
- Data Entry.
- Internet Research.
- Webmail, Gmail and Social Media.
- Paper Print Out and Scanning.
- Small editing works.
- Online Works.

Licence

- Two Wheeler Driving Licence
- Indian Postal Life Insurance Direct Agent (2021 to 2023)

Certificates

- Insurance Training Completion.
- Indian National Human Rights Pledge

Languages Known

- ✓ **To Speak:** English, Tamil, Malayalam.
- ✓ **To Read :** English, Tamil.
- ✓ **To Write :** English, Tamil.

Career Objective

To strive for a challenging position in a progressive Organization. Using my skills and work towards my Professional growth with the growth of organization.

Skill Highlights

- Strong decision maker
- Leadership
- Complex problem solver
- Communication skill.
- Supervising & Team Building.
- Document Management
- Quality Control
- Project Work Planning
- Strong Internal Control
- Project Documentation
- Innovative
- Service-focused.
- Data trending knowledge.
- Preparing a Job Report
- Document Review
- Contract Requirements

Career Profile

- Broad experience in Administration, Supervising, Documentation and emailing.
- Wide knowledge regarding management of Administration, Documentation and Supervising.
- Experience in handling Supervising, Administration and Documentation.
- Proficiency in Supervising, Administration and Documentation.
- Following up all the daily plans of the Project Manager and taking appropriate action to implement them.
- Assessed planned implemented, Document controlling and supervising for workers.
- Administration, Documenting and overseeing the work of employees, assigning tasks to them and instructing them on the unknown.
- Maintaining the attendance register of employees and calculating and disbursing their wages.
- Daily report, Daily work status report, Work Delay log report, Quality control report, DG log report, IIP Punch Point Closing report, ICL report, CICL report, Torque report, Generator Alignment report, Tools report, Grout Joint inspection report, installation document check list report etc. Maintaining documents and informing higher authorities.
- Planning and completing daily tasks.
- Wide experience in Quality Control and Supervising for Electrical, Civil, Mechanical and Painting work etc. field.
- Preparation of daily project work plan for project work.

Degree Certificate Attestation

- ✓ UAE Embassy
- ✓ HRD
- ✓ Ministry of External Affairs
- ✓ State Government

Strength

- Hard Working and Dedicated.
- Good Organizational Skills.
- Optimistic.

Personal Details

Father's Name :Mr.M.Francis
Date Of Birth :03-01-1995
Sex :Male
Religion :Christian
Nationality :Indian
Marital status :Single
Passport Number :P4139866
Passport Validity :23/10/2026
Visa Status :Visit Visa

Extra Curricular Activities

- Won prizes in sports like running.
- Captain of school level Kabadi team.

Hobbies

- Watch Youtube and Improve Knowledge.
- Listening to music.
- Internet Browsing.

References

- ❖ **Dr. RAMALINGAM**
Principal,
Jerusalem College of Engineering,
Chennai.
- ❖ **DONALD TONY**
Managing Director,
Donald's Structure Oriented Zone.
- ❖ **J.JAYA SEELAN**
Proprietor,
Jeyam Works Contractor.
- ❖ **VINAYAGAM**
Manager- Projects ,
RS Wind Tech Engineers Private Limited.

- Analyzing the quality, performance and defects of the work of the workers and bringing it to the attention of the higher authorities to take appropriate action.
- To take care of the health of the workers and help in the growth of the company.

Professional Experience

- ❖ **Donald's Structure Oriented Zone,**
Supervisor – (06/2016 to 12/2017),
Tamil Nadu, India.
- ❖ **Jeyam Works Contractor,**
Site Supervisor – (01/2018 to 06/2020),
Tamil Nadu, India.
- ❖ **RS Wind Tech Engineers Private Limited,**
Project Executive and Document Controller –
(08/2020 to 07/2023)
Tamil Nadu, India.

Educational Qualification

- ❖ **B.E (Electrical and Electronics Engineering)- 57.30%,**
Jerusalem College of Engineering, Chennai (2012-2016),
University Name : Anna University.
- ❖ **12th-HSC(Vocational Group)- 72%,**
Govt.Higher Secondary School,Karungal (2012),
Board of Study : State Board.
- ❖ **10th (SSLC)- 64.2%,**
St.Francis Xavier's High School, Alanchi (2010),
Board of Study : State Board.

Workshops

- ❖ Participated in the workshop organized by Jerusalem College of Engineering, Chennai, "Practical Lab".
- ❖ Participated in the workshop organized by Donald's Structure Oriented Zone, "Supervising".
- ❖ Participated in the workshop organized by Jeyam Works Contractor, "Site Supervising".
- ❖ Participated in the workshop organized by RS Wind Tech Engineers Private Limited, "Project Executive, Document Controlling and Safety Induction".

Declaration

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief.

Place :
Date :

Your's faithfully,