

Sujith.K.V

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Office Administration |Project Coordination| Documentation

Objective: To use my professional experiences and abilities for the optimum development of the organization



Work History

Galfar Al Misnad Egg. & Contracting WLL, Qatar Apr- 2018 – Mar-2021

Designation - Office Administrator

Dutco Balfour Beatty LLC, Dubai

Sep-2008 – Jul-2017

Designation – Document Controller

E M Shivamani Engineering Pvt. Ltd., India

May-2007 – Jan-2008

Designation - Tool Engineer

MESHA Engineering Industry Pvt. Ltd, India

Feb-2006 – May-2007

Designation - Tool and Die Maker

Pentek Products (Pvt.) Ltd. Bangalore, India

Feb-2005 – Jan- 2006

Designation - Tool and Die Maker

O/E/N India Ltd, Kochi, India

July-2004 – Jan-2005

Designation - Tool and Die Maker

Work Experience

ORGANIZATION : Galfar Al Misnad Egg. & Contracting WLL, QATAR

Today, Galfar Al Misnad, has emerged as one of the leading Construction Companies of Qatar with Class ‘A’ Grade certification from CTC. IMS Certification in Quality Management System – ISO 9001 : 2008; Environment Management System – ISO 14001 : 2004 & Safety Management System OHSAS 18001 : 2007. A workforce exceeding 3000 numbers.

Designation : Office Administrator

Duration : April 2018 to March 2021

Jobs & Responsibilities

- Preparation & Maintaining of daily transmittals for outgoing & incoming documents
- Registering all incoming /outgoing documents and maintaining proper tracking of all the documents in computerized documentation system
- Maintaining hard copies and electronic copies of all documents & maintaining proper filing system
- Preparation of Staff & Labour time sheet
- Purchase request raising and maintaining the records
- Delivery Note entries in SAP
- Invoice Certification in SAP
- Material Stock Releasing in SAP monthly basis
- Handling Petty Cash, Preparing the Petty Cash Summary & Statements of the Project

- Transport Coordination, Maintaining all Vehicles and Equipment's records.

PROJECT : EPIC OF BALANCE WORKS FOR DRAINAGE UPGRADE AND EARLY WORKS FOR WWTP UPGRADE, QP REFINERY

Client : QATAR PETROLEUM

Contractor : GALFAR AL MISNAD ENGG. & CONTRACTING WLL

ORGANIZATION : DUTCO BALFOUR BEATTY LLC, DUBAI

Dutco Balfour Beatty LLC is a major participant in the Middle East construction industries via its activities in a diverse range of construction and engineering related fields. One of the Dubai's largest multi-disciplinary infrastructure Companies. Their work includes many landmarks in Dubai which include Burj-AL-Arab, Jebel Ali Port, Dubai Mall etc.

Designation : Document Controller

Duration : September 2008 to July 2017

Jobs & Responsibilities

- Preparation & Maintaining of daily transmittals for outgoing & incoming documents
- Preparation of Material Approvals & Method Statements
- Updating and registering the material tracking schedules & Method statements.
- Preparation RFIs & NCRs and proper tracking of all documents.
- Preparation of outgoing correspondence & memo etc.
- Registering all incoming/outgoing documents and maintaining proper tracking of all the documents in computerized documentation system
- Preparation & proper tracking of Inspection Request.
- Preparation of Daily Progress Reports & Weekly Report for consultant requirements.
- Maintaining of labour time sheets in proper computerized documentation system

PROJECT : Piling & Ground Engineering works - Container Terminal -4- Jebel Ali (January-2016 to July-2017)

Client : DP World

Consultant : CH2M

Contractor : M/s Dutco Balfour Beatty

PROJECT : Piling & Ground Engineering works - BLUE WATER WHARF RETAILS (February-2015 to December-2015)

Client : M/s MERAAS

Consultant : WSP

Contractor : M/s ALEC / Dutco Balfour Beatty

PROJECT : Dubai International Airport Expansion (Phase III) SP500 – Concourse 4 & Associated Projects APM Civil Works - PK 14 (April- 2013 to January-2015)

The Contract entails the construction of approximately 1,320 linear meters of elevated 150 mm thick reinforced concrete deck supported on corrugated steel decking on fabricated steel plate girders up to 4.0 meter deep and structural steel secondary members on reinforced concrete crossheads supported by either one or two circular reinforced concrete columns on cast in situ bored piles. Project Value 143.5 Million AED

Client : M/s Dubai Airport Engineering Projects

Consultant : M/S DAR

Contractor : M/s ALEC / Dutco Balfour Beatty

PROJECT : AC-7171 JUMEIRAH ISLAND 2 ACCESS BRIDGE, JUMEIRAH, DUBAI (September-2012 to March-2013)

Meraas Development intends to construct a bridge to connect their Jumeirah Island development to the mainland nearby the Jumeirah Road. The proposed Jumeirah Island Project will be linked to Jumeirah Road via bridge through street 23a. The proposed bridge will not only provide vehicular access to the development but will also provide a link to connect the entire infrastructure works including the roads, water, electricity, telecommunications, sewerage, drainage and hard cape. The utility design & construction are not part of this Contract. The proposed bridge extends from Jumeirah Road at street 23a through water crossing connecting the Jumeirah Island. Project Value 81 Million Dirham, Project Duration: 365 calendar days.

Client : Meraas Development

Consultant : Parsons Overseas LTD

Contractor : Dutco Balfour Beatty LLC

PROJECT : AD-7083 NOVOTEL HOTEL, AL BARSHA, DUBAI (September - 2008 to August-2012)

The work comprised of the Construction, Completion, Commissioning, Maintenance and handing over of the project NOVOTEL HOTEL, AL BARSHA, DUBAI-UAE. The Hotel consists of three underground basements, ground floor, Mezzanine, 6 Podiums, Hotel/Residential/Office block 8th to 41st floor. Project Value 838 million AED

Client : Mohammad Al Ali Property Investment

Consultant : Kathib & Alami

Contractor : Dutco Balfour Beatty LLC

Experience in India

Organization : E M Shivamani Engineering Pvt. Ltd, Bangalore, India

Designation : Tool Engineer

Duration : May 2007 to January 2008

Major projects handled

- Single Cavity Hanger Mould
- Lever Moulds for Logan
- Remote Cover, Curtain Moulds Etc & Mould Maintenance.

Organization : MESHA Engineering Industry Pvt. LTD, Bangalore, India

Designation : Tool and Die Maker

Duration : Feb 2006 to May 2007

Major projects handled

- Valve Seat(4 cavity die)
- DDU Body with 4 side cores.
- Rocker Arm (petrol) 2 cavities Top Cover- Engine, Base Cover -980, Handle Carrier for HP, Die Duplication.

Organization : Pentek Products Pvt. LTD, Bangalore, India

Designation : Tool and Die Maker

Duration : **Feb 2005 to Jan 2006**

Major projects handled

- 16 cavity pen barrel with side core.
- 2 cavity clock housing.
- 64 cavity sleeve ejection for medical cap.
- Curtain carrier family mould with 4 components & Maintenance of moulds

Education

Tool & Die Making
NTTF, Kochi, India

Higher Secondary Certificate
Kerala, India

S.S.L.C
Government Boys high school, Kannur, Kerala, India

Skills & Strengths

- Wise Decision Making
- Proficient in MS Office
- Punctual
- Finisher

Computer Knowledge

- CAD Package: AutoCAD & 3D S-Max
- MS Office, SAP

Personal Details

Passport No.	:	M2303801
Visa Status	:	Visit Visa (Valid till Dec'2021)
Driving License	:	UAE, No – 1808337
Driving License Expiry	:	16-07-2022
Nationality	:	Indian
Date of birth	:	21st November 1984
Marital status	:	Married
Languages known	:	English, Hindi, Malayalam, Tamil
Present Address	:	Flat No. 14, Building No. 1, Shaikh Saqr Building, Nasserya, Sharjah, UAE, Mob.No. 00971-506891368

Declaration

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

SUJITH K V