

RESUME

ABDUL JAFFAR

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Al Muteena, Deira-Dubai



OBJECTIVE:

To Achieve high career growth through a continuous process of learning for achieving goal & keeping myself dynamic in the changing scenario to become a successful professional and leading to best opportunity..

EDUCATIONAL QUALIFICATIONS:

- **B. E [Civil Engineering]** from Paavai College of Engineering, Tamil Nadu-2018 (**Aggregate: 70%**)

EXPERIENCE SUMMARY:

- Worked as a **“Business Development Executive cum Site Supervisor”** in **M/s. Marmag Infra Pvt Ltd, Chennai-India** from July 2020- April 2021.
 - **Description:**
 - ✓ Build contacts with potential clients to create new business opportunities & Make cold calls for new business leads
 - ✓ Arrange meetings for senior management with prospective clients & Prepare a quotation by help of senior director
 - ✓ Inspect the Site with Senior if the clients need Site visit
- Worked as a **“Site Supervisor”** in **M/s. “HARUN ASSOCIATE BUILDERS, Keelakarai - India** from Oct 2019- May 2020.
 - **Description:**
 - ✓ Day by day Supervising workers, subcontractors and work activities.
 - ✓ Inspect Construction Site and execute the work as per given by Senior Engineer and Manage Documents for the site details
 - ✓ Maintaining an accurate record of construction employee attendance
- Worked as a **“Junior Engineer”** in **M/s. MADRAS ENGINEERING BUREAU, Chennai – India.** from Nov 2018 - Aug 2019
 - **Description:**
 - ✓ Provide Engineering Support examine supplier costs to determine the best prices for project materials and personnel
 - ✓ Evaluating the performance of construction employees and instituting disciplinary measures as needed
 - ✓ Manage project workflow, visiting sites to take measurements and work closely with the lead engineer to develop project schedules
- **Worked as a “Trainee Engineer” in M/s. Hina Associated Construction, Keelakarai – India** from May 2018 - Oct 2018

□ Description:

- ✓ Supervising and Instruct the construction team as well as sub contractors
- ✓ Evaluating the performance of construction employees and instituting disciplinary measures as needed
- ✓ Inspecting construction sites regularly to identify and eliminate potential

TECHNICAL S KILLS:

- Auto CAD, STADD PRO, Revit Architecture, MS-Office

AREA OF INTREST:

- Site Engineer
- Quantity Surveyor
- Project Coordinator

OTHER QUALIFICATIONS:

- ✓ Certification of work shop in Concrete Mix Design on 24th & 25th Feb, 2017 in EBET group of Institution at Erode
- ✓ Certification of work shop in NATIONAL CONFERENCE ON PERSPECTIVE OF SCIENTIFIC RESEARCH on 22nd Jan 2016 Yercaud
- ✓ Got 2nd prize in the Basket ball SPORTS DAY 2K'16 conducted by Inter College Sports.
- ✓ Achieved Council of Europe Level A2 Cambridge English Entry Level Certificate in ESOL on 11/12/15

PASSPORT / VISA STATUS:

Passport No : S4969829 valid until 13/09/2028

Visa Status : Visit visa valid until 14/05/2022

STRENGTHS :

- Teamwork, always striving for perfection in work,
- Always eager to take the challenges that require good performance.
- Hard working & Good communication skills

PERSONAL PROFILE :

Name	Abdul Jaffar
Father's Name	Jamal Mohamed
Date Of Birth	07/ 09/1995
Sex	Male
Marital Status	Married
Nationality	Indian
Languages	English, Tamil & Hindi

I hereby declare that the above information furnished in my resume is true to the best of my knowledge.

Place:

ABDUL JAFFAR