

# RESUME



**RENJITH T**

Puthuvilai

Painkulam

K.K.Dist,Pin:629173

Phone : **8903706414**

Email : renjiththankappan1989renjith@gmail.com

## Career Objective

To work in a technically stimulating and personally satisfying environment and be a useful employee to the organization, thus fueling my growth towards an excellent managerial role.

## Experience

Experience level : Total **6** years of Experience

## Employment History:

Company : Al Adrak Trading & Contracting LLC Oman Muscat.

Project : 

- Construction of Officer Club Accommodation, Clinic, Kitchen, Civilian Barak, Wpc Barak, Pantry, Shop, Police Station, Sports Complex.
- Construction of Multiple Residential Buildings at Muscat

Client : Royal Oman Police Municipality

Position : Assistant Site Incharge Civil Supervisor

Duration : November 2013 – August 2017

- Planning of Construction activities and prepare daily, weekly, monthly work schedules.
  - Preparation of Construction drawings and method statements.
  - Making daily reports on all operation undertaken by contractors.
  - Conducting inspection and checking on site works.
  - Co-ordinate with client and sub-contractors and suppliers for work progress, answering contractor's technical queries and government authorities on project related issues.
  - Attending site meetings with consultants.
  - Assist in planning and development of resources such as manpower, machinery, equipment and materials.
  - Any other duties assigned by the department manager.
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Company : Zarooni Transmirates Contracting LLC Dubai

Project : Construction of residential buildings 8<sup>th</sup> Floor

Position : Site Supervisor Civil (Site-Construction work)

Duration : Januray 2018 – January 2020

- Preparation of work planning schedule, material requisition, cost control and documentation.
- Execute work on site is carried out according to specification/drawings.
- Co-ordinate with sub-contractors and suppliers for work progress
- Making daily reports on all operation undertaken by contractors.
- Site control and execution of all site works.

## **Educational Qualifications**

**Diploma of Engineering -Civil Engineering**

**Grade: First Class (72%)**

**Year: 2010**

Anna University,  
Sun Institute of Technology Nagercoil,  
Tamilnadu,India.

**HigherSecondarySchool(68%)**

**Year: 2007.**

C.S.I.V.V. Higher Secondary  
School Irenipuram.  
Tamilnadu,India

**Secondary School Leaving Certifiacte (60%)**

**Year: 2005.**

Govt. High School  
Ananthamangalam,  
Tamilnadu, India

## **Computer Proficiency**

Comfortable work Experience in software such as MSWord,MSExcel,  
MS Powerpoint

## **Languages Known**

- English and Tamil – Can speak, read and write
- Malayalam, Hindi and Arabic – Can speak

## **Personal skills**

- Comprehensive problem solving abilities
- Excellent verbal and writing, communication skills
- Able to work effectively in a multi-cultural environment

- Strong communication with client and inter personal skills
- Talented in self study and innovation and able to learn new knowledge and skill quickly
- Accustomed to team work
- Ability to deal with people diplomatically and willing to learn.
- Adaptive to complex working environments.

## Personal Profile

Name : RENJITH T  
Nationality : India  
Passport No : L2315753, Date of expiry-29/05/2023  
Age & Date of Birth : 30 , 02/06/1989  
Marital status : Married  
Father's Name : K. Thankappan

## Declaration:

I declare that the details furnished in this resume are true to the best of my knowledge.

Date:

Place: Painkulam

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