




# Abhilash C Nair

## Project and Facilities In-charge

### CONTACT DETAILS

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-  201, CBD B2, International city, Dubai
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-  Residential Visa
-  Posses valid UAE driving license

### CORE SKILLS

- Project coordination
- Complaint Resolution
- Documentation
- Effective Communication
- Team building & Training
- Project Management
- Collaboration
- Detail Oriented
- Scheduling
- Vendor management

### TECHNICAL SKILLS

- MS Office( Word, Power point, Excel, Suite)
- Auto-cad designing.
- Data analysis.
- Microsoft Project Schedule

### LANGUAGES KNOWN

- Hindi
- English
- Malayalam
- Tamil

### MY EDUCATION

2004-2006  
**Industrial Training Institute - Kerala**  
IT Electronics(MRTV)

2006-6 months Course  
AutoCAD designing- Thrissur.

2007-2008  
CAD City- Thrissur, Kerala.

### EXPERTISE

- Proficient with construction tools and equipment
- Experienced in day-to-day construction activities
- Outstanding management and supervising abilities
- Structural analysis and dynamics.
- Drafting and interpretation of blueprints.

# PROFESSIONAL EXPERIENCE

## Alps Star Electromechanical LLC

### Project and Facilities In-charge

2022 onwards

- Performs project management processes and methodology conforming to Project Management Institute standards and best practices standards to support project cycle.
- Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
- Supervises construction crew logistics and day-to-day operations, ensures construction activities remain on schedule.
- Coordinates, schedules and monitors major aspects of construction projects.
- Obtains construction permits as per the UAE law and equipment rentals.
- Keeps a track of construction schedule and ensured the project deadlines are met.
- Organizing and attending in stakeholder meetings. Documents and following up on important actions and decisions from meetings. Preparing necessary presentation materials for meetings.
- Determines project changes and provides administrative support as needed by developing project strategies.
- Ensures that the projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable. Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.

### Site in-charge

2012-2016

- Managed civil engineering projects and interior designing.
- Made major design decisions in collaboration with stakeholders.
- Assisted with design, project delivery, and report writing- Guided junior team members.
- Compiled and drafted technical documentation explaining our proposal's work plan, system solution, project management and systems development methodologies.
- Pitched and introduced a new project management system, enhancing communication between teams and directly effecting firm's efficiency.
- Hired all members of construction crew.

# PROFESSIONAL EXPERIENCE

## Conqueror Builders - Kerala, India

### Managing Director and Project Head

2016– 2022

- Maintained employee monthly scorecards to make sure all employees were meeting their expectations or whether any improvement was needed.
- Worked in an innovative constructional project with a new type of thermoplastic method.
- Managed data entry and tracking of Site Candidate Packages, collocation applications, license/lease agreements, and other site acquisition documentation.
- Maintained accounts payable including data entry, payroll reconciliation, preparation of accounting reports, and financial database maintenance.
- Reconciled monthly statement card copy, created various reporting procedures, and daily data entry accurately tracking incentives.
- Carried out a review of work progress on a regular basis and ensured that construction standards are of high quality and also the use of proper construction techniques.
- Oversaw and handled the negotiation of terms of agreements, drafting of contracts, and the acquisition of permits and licenses.

## Olayan Groups- Saudi Arabia

### Inventory Supervisor

2010- 2012

- Organized Financial, SKU, Warehouse and Fixed Asset inventories.
- Established best practice inventory measures including tracking, reporting, and root cause analysis.
- Planned and implemented a recovery program to ensure all defective product is accounted for & handled properly.
- Developed all necessary reports and documentation to facilitate accurate inventory counts. Prepared reports of inventory balance and used computer applications and database management to perform the assigned work effectively.
- Ensured accurate record keeping, storage, and shipment of product to and from the store.
- Upheld adherence to physical asset protection process to foster a foundational strong shrink culture throughout the store.
- Supervised and coordinated the appropriate processing of various purchase requisitions, receiving reports, purchase orders, inventory requisitions, etc.
- Authorized all adjustments made to the inventory and investigated the inventory issues like quality control complaints, customer complaints regarding products, etc.