
CURRICULUM VITAE

KRISHNA MOHAN DHARIKAR

E-Mail ID: dharikar.krishna@gmail.com

Contact No: +971-507976241, +971-521040955



CAREER OBJECTIVE:

Seeking a responsible position in a prestigious organization enabling me to utilize my talents and experience, with a willingness to develop new skills & grow with the company.

PERSONNEL PROFILE:

Energetic, ambitious and self-motivated. I take the initiative to shoulder responsibilities and always welcome challenges. Confident of my role in the growth of the Organization and eager to appraise upon new situations. Require minimum of training on any new assignments. I consider myself as being presentable and well-spoken and get along well with people at all level.

Personal Details:

Visa Status : Employment Visa
Marital Status : Married
Age : 30
Nationality : Nepali
Religion : Hindu
Languages : English, Hindi, Nepali, Bhojpuri and Arabic
Current Location : Abu Dhabi, UAE

ACADEMIC QUALIFICATION:

- **B. Tech. in Computer science Engineering from Indira Gandhi Institute of Technology and Management, Sohna New Delhi, India**
- **Diploma in Computer Engineering From Lumbini Engineering College, Affiliated with CTEVT Nepal.**
- **S. L. C. (High School) from Public Higher secondary School Dayanagar Chapiya Rupandehi Nepal.**

Computer Literacy

- **Operating System** – Windows Vista, XP-2003, 2005, 2006, 2008) windows 7, SQL, Database.
- **Software Packages**-MS Office (Ms word, Excel, MS Access, Power point Outlook 2003/2007/2010)

Languages:

- Proficient in English, Hindi, Nepali, Bhojpuri & Basic Knowledge of Arabic.

WORKING EXPERIENCE & JOB PROFILE: IN UAE.

Company : **Skill Force Security Services Abu Dubai UAE**
Job Duration : **December 27 2017 to till**
Department : **Security Department**
Working Location: **Al Raha Village Properties LLC UAE (ABU-Dubai)**
Job Profile : **Security Admin. Supervisor (Al Raha Village)**

Job Responsibilities

- Answer and direct phones calls
- Develop and maintain a filling system
- Ensure the efficient day to day operation
- Prepare and send outgoing mails
- Update computer records
- To organise, deploy and supervise all allocated resources in such a way as to secure optimal performance and achievement of operational and when required, financial targets.
- To supervise and motivate all assigned staff, and to be responsible for ensuring that training and personal development are given the appropriate priority and resources.
- To supervise, where appropriate, the security operations connected with the evacuation of buildings or similar events.
- To respond to and attend as necessary any incidents involving security or safety of premises or staff, and to initiate appropriate actions.
- To ensure that, in the event of a major incident the emergency services are informed immediately where necessary, that relevant management representatives are contacted immediately and other appropriate action is taken in line with assignment instructions.
- To provide advice and guidance on security matters and to carry out all necessary administrative tasks ancillary to the above.

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- To carry out any other relevant duties as directed by the Security Supervisor.
 - Making daily reports about accident and incident inside the facility.
 - Perform other similar or related duties as and when assigned by direct Manager.

WORKING EXPERIENCE & JOB PROFILE: IN INDIA.

Company : **ETCO Digital Pvt. Ltd. Mumbai, India**
Job Duration : **April 2011 to Dec 2012**
Department : **Information Technology**
Job Profile : **Worked as a service Engineer**

Job Responsibilities

- Consistently achieved 100% budget and time targets in the installation of vision robotic cells for Ford Edge/Ford Flex, and provided mechanical and electrical system support for customer production and maintenance teams. Verify data and correct data where necessary.
- Enhanced customer maintenance capabilities by developing standard operations and troubleshooting procedures for new systems.
- Responsible for the day-to-day planning, management and control of multiple projects.
- Experience with Procurement, Inventory Management, and Logistics and Scheduling administration.
- Efficiently and effectively managed multiple projects at one time on a revolving basis
- Maintain coordination with customers regarding technical matters and developments
- Proactively maintained company assets, adhering to strict guidelines and precise time frames
- Performed on site evaluations; ensuring safe operations
- Interfaced with the customer and acted as a liaison between customers and control system manufactures while concurrently handling on site operations.
- Maintain logbooks or records of activities and tasks.
- Print information where required.
- Maintain own office equipment's and stationary supplies.
- Enter customer or employees data into prescribed database software.

- Providing secretarial and administrative support using MS packages.
- Responsible for maintain the MS-Outlook calendar, arranging meeting as per the schedules.
- Tracking & follow-up for all incident investigation plant reports until it's closed.
- Maintaining all the filings/records of production reports & loading area reports.
- Writing and updating Inter-Departmental weekly meetings and necessary follow-up.
- Prepare & manage communication system for incoming & outgoing correspondences.
- Maintaining secure, confidential. Systematic Filing system.
- Co-ordinate and participate in the work of office support.

DECLARATION:

I heredy declare that all trhe the information given above is ture to the best of my knowledge and belief. Charater references will be readily furnished upon request.

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