
CURRICULUM VITAE**Personal Details:**

Name	Ganga Raj Puri
Date of birth	31 October 1987
Nationality	Nepalese
Passport No.	07328484
Current Designation	Sr. Site Administrator/Site Coordinator
Years of relevant experience	09.05 Years in Oil and Gas industry
Languages Fluency	English, Nepali and Hindi
Contact No.	+974-74007212
E-mail	gangaraj34@gmail.com

Academic Qualification	Higher Secondary Level (10+2) in Management
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Career Highlights:

More than 9.5 years of experience in site administration, coordination, man hour calculation, project reports, looking after mobilization and demobilization of personnel from/ to site, training coordination, RLIC Gate pass, Vehicle Pass, QP pass (offshore and onshore) logistic arrangements etc.

Currently I am here in Doha and I have NOC letter and I am seeking for a position in project administration, personnel management, site Coordination, training coordinator, logistic departments where I can apply my expertise gained throughout the years of extensive experience.

Training Programs / Courses Attended:

- First Aid & CPR from Hamad international medical center
- Valid Qatari driving license-Light Vehicle.
- RLIC PRO Card
- Fire warden training from Chiyoda Almana engineering for Ras Gas Plant.
- Fire warden training from QISC (Shell MTA and Project)
- Ras Gas ISI Induction

- Ras Gas Basic PTW & H2S BA,
- Ras Gas WMS Training completed
- Oryx HSE induction
- Shell TMMS HSE & GID induction
- Shell SEC-Project HSE & GID induction

Computer Skills:

- Ms-Office (MS-Word, MS-Excel, MS-Outlook, Office 365)
- Oracle ERP-HCM
- Adobe programs: Photoshop, Acrobat

Employment Synopsis:

Company : Madina Group W.L.L. – Qatar
Position : Senior Site Administrator
Duration : April 2013 to July 2017
Reporting To : Project Manager

Company : Madina Group W.L.L. – Qatar
Position : Administrator
Duration : Dec 2007 to Mar 2013
Reporting To : Project Manager, Construction Manager and HRD

Projects Assigned :

- Ras Gas (PCI, Invensys, Steam Header) Project
- QSTEC Polysilicon Project
- QISC LGTC (As a Training Coordinator)
- Qatar Shell GTL Turnaround
- Qatar Shell GTL SEC-Project

Key Interfaces:

Client Representatives, Sub contractors, Shop Supervisors, Contract Manager, Projects Managers, Engineers, Admin & HR Manager.

During the tenure I have been directly involved in many shutdowns and completed successfully including (Ras Gas) Qatar Shell GTL MTA-1 in 2015 and Qatar Shell GTL MTA-2 in 2016.

Job Responsibilities:

- RLIC gate pass applications
- Vehicle pass
- Manpower coordinator- mobilization & de-mobilization
- Office Administration
- Staff & Operative timekeeping
- ERP / EPICOR Data Entry for Man-hours approved on allocation sheets.
- Welfare coordination (food etc. such as day Shift/ night shift)
- Logistic Coordination (transport to & from site, training, medicals etc.)
- Manpower mobilization, demobilization as required by approved schedule.
- Training arrangements, coordination with training center as and when required in the project.
- Prepare & update reports to be submitted to the manager as listed (Department Head)
 - ✓ Summary of manpower & resources
 - ✓ Summary of man-hours
 - ✓ Summary of hired manpower
 - ✓ Gate Pass Status
 - ✓ Reconciliation against allocations sheet and time cards to ensure all operatives accounted for daily manpower/hours/holidays/absenteeism.
 - ✓ Prepare daily report for management consisting of daily

- ✓ ERP/EPICOR data entry – daily hours inputted into system against salary value based on clocked/allocated work hours
 - ✓ Coordinating with relevant provider and scheduling trainings for Staffs and Operatives.
 - ✓ RLIC gate pass coordination/distribution
 - ✓ Manpower mobilization/Demobilization as per requirement and instruction by site Manager and HR/Admin
 - ✓ Ras Gas Administration requirements
 - ✓ Updating employee rotational /annual leave register
 - ✓ Updating employees BV (Business Visa) register.
 - ✓ Updating Employees course / training details in matrix.
 - ✓ Upholding employees Passport and RP Expiry details and informing to the PRO for the further process.
 - ✓ Petty cash handling.
 - ✓ Coordinating for employee's welfare.
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- Any additional responsibility assigned by Line Manager.

I hear by declare that information mentioned above is true with the best of my knowledge and belief. In the event of information found false or incorrect my candidate will be cancelled without any notice.