

CURRICULAM VITAE

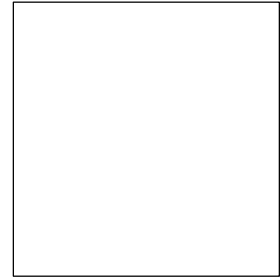
Mr. SATHYABAGAVAN GANESAN

Add:-THAMARAKKI NORTH,
PO/PS- THAMARAKKI POST

SIVAGANGAI DIST,TAMILNADU-Pin Code-630562

Mobile- +971505763619

Email- civilsathyakabaddi@gmail.com



Apply for: "SITE CLERK" (Timekeeper)

Carrier Objective:

To associate with an organization where there is sample scope for organizational growth as well as for the individual. To build a successful technical carrier by working in a challenging and a growth oriented work environment where I where I will have opportunities to put my education and abilities to its maximum use.

Total Experience: - 06 Years (04 Years in Gulf & 02 Years in India)

Position : Site Clerk
Company : Beaver Gulf Contracting L.L.C (Dubai)
Date : 21.09.2017 to Till Date...

Job Description: Presently working as a timekeeper in Beaver Gulf Contracting LLC UAE

Responsibilities: -

- Maintain workers & staff manpower Allocation records.
- Arranged transportation
- Workers & Staff daily site reports updating in E-promise.
- Follow up emp. Visa and passport renewals.
- Distributed Emirates id cards, Health insurance card & ATM cards etc...
- Petty cash.
- Site activity reports submission to H.O on daily basis.
- Vacation, after vacation & Joining details sent to H.O.
- Site Emergency & Vacations leave applications submission in H.O & follow up.
- Receiving Daily Timesheet from supervisor's , foreman , General foreman.
- Printing of updated timesheet formats for field timekeeper and site supervisors.
- Posting of daily timesheet in Track.

- Booking of Man hours against cost code.
- Updating & Keeping record of medical certificates / sick leave.
- Maintaining Files for timekeeping records (Sick / Annual / Unpaid Leave , Resignation, Terminations, Transfer Etc..
- Making General Report (Daily / Weekly Manpower Report , Employee Absent Report , Man hours Summary.
- Coordinate With HR / Payroll Dept. Regarding Different Queries.
- Coordinate With Transport Dept. In Order To arrange transportation for employees.
- Maintaining The timecard of the company employees.
- Arranging & Scheduling Safety Induction for all employee.
- Compute total time worked by employees, posts time worked and master timesheet, and routes timesheet to payroll department.
- Site Keeping role.

Job Responsibilities: -

- Keep and maintain prescribed and other records to allow for full reporting.
 - Goods Receiving Note (GRN)
 - Material Requisition (MR)
 - Material Transfer Voucher (MTV)
 - Material Issue Slip (MIS)
- Raised the MR and also make the GRN.
- Preparing Daily, Weekly & Monthly Stock Report.
- As the time of receipt of material he has to see that the material have been sent by the supplier on the basis of purchase order.
- Issues the materials as per the requisition of production.
- At ordering level the Store Keeper sends purchase requisition to the purchase department.

Self-Appraisal:-

- A result oriented, self-starter, quickened skilled learner, great team player and self-motivated adaptive and determined individual.
- A multiple task worker, analytical problem solver and under pressure worker.
- An independent worker, as well collective that can adapt to various worker's situation and multicultural environments.

Educational Summary: -

- DCE FROM SEIKALATHUR KAMATCHI AMMAN POLYTECHNIC COLLEGE MANAMADURAI.
- H.S.C FROM THAMARAKKI HIGH SECONDARY SCHOOL
- S.S.L.C PASSED FROM THAMARAKKI HIGH SECONDARY SCHOOL.

Technical Details: -

- Programs, MS Excel and MS Word.
- Tally ERP-9.2
- E-Promis ERP
- Extensive hands in MS OFFICE
- Use Internet E-Mail (Microsoft outlook, Microsoft Excel, Ms Word Outlook Express)

Passport Details:-

- Passport No. : N3229848
- Date of Issue : 15/09/2015
- Date of Expiry : 04/09/2025
- Place of Issue : MADURAI TAMILNADU.

Personal Details:-

- Name : SATHYABAGAVAN
- Father Name : GANESAN
- Date of Birth : 05.04.1996
- Sex : Male
- Nationality : Indian
- Hobbies : Listening To music and Playing Cricket & kabaddi.
- Language : Tamil and Hindi & English
- Visa Status: Employment Visa (Expiring On December 2021)

Personal Skills:-

- Good Communication Skill.
- Active participation in college festival in stage play and fashion show.

Declaration:-

I hereby declare that all the information given above is true to the best of my knowledge.

Date:

SATHYABAGAVAN

Place:

Email civilsathyakabaddi@gmail.com

Mobile:- +971505763619

