

ASHIK RAJEEVAN

Abu Dhabi

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VISAVALID(JAN 2021)



Career Objective

To pursue a career in your reputed organization that seeks an ambitious and career conscious individual where I can improve and utilize my skills and acquired knowledge for the growth and development of the company.

Academic Qualification

➤ **Bachelor of Engineering , Mechanical Engineering**

Akshaya College of Engg & Tech, Coimbatore, Tamilnadu.

April 2015

Career History

Employer	THRISSUR BUILDERS AND DEVELOPERS PVT. LTD (THRISSUR,GURUVAYOOR) October 2017 – MARCH 2019
Designation	Maintenance Supervisor Cum Customer relations
Employer	GUPCO (ABU DHABI) MAY 2019- NOV 2019
Designation	SECRETARY (PROJECT:RAPID INTERVENTION BUILDING) (CLIENT: ABU DHABI POLICE)

Job Description

Maintenance supervisor Cum Customer Relations – TBPL, Thrissur

- Acting as the main technical adviser on a construction site for subcontractors, crafts people and operatives; Setting out, leveling and surveying the site;
- Checking plans, drawings and quantities for accuracy of calculations;
Ensuring that all materials used and work performed are as per specifications; Overseeing the selection and requisition of materials and plant;
- Agreeing a price for materials, and making cost-effective solutions and proposals for the intended project; Managing, monitoring and interpreting the contract design documents supplied by the client or architect;
- Liaising with any consultants, subcontractors, supervisors, planners, quantity surveyors and the general workforce involved in the project.

SECRETARY – GUPCO ABU DHABI (FOR MUSANADA)

- Answering calls, taking messages and handling correspondence
- Maintaining diaries and arranging appointments
- Typing, preparing and collating reports
- Filing
- Organizing and servicing meetings (producing agendas and taking minutes)
- Managing databases
- Prioritizing workloads
- Implementing new procedures and administrative systems
- Liaising with relevant organizations and clients
- Coordinating mail-shots and similar publicity tasks
- Logging or processing bills or expenses
- Acting as a receptionist and/or meeting and greeting clients

Skills & Accountabilities

- Excellent Communication, interpersonal and Presentation skills.
- Ability to work efficiently under pressure and easily adaptable to any working environment.
- Ability to work independently with minimal supervision.
- Capable of working in a dynamic multi-project deadline oriented multidisciplinary team environment or autonomously.
- A great team leader with organizational and leadership skills.

PERSONAL INFORMATION

- Date of Birth : 28/06/1993
- Father's Name : C. A Rajeevan
- Nationality : Indian
- Visa Status : Visit Visa
- Address : Chathenkattil (H),
Thrissur(DT), Kerala,
India. Pin : 680102.

Declaration

I hereby declare that the above information's are sincere and true to the best of my knowledge and belief. I assure that I would work towards the growth of the company, by fully utilizing my interpersonal and academic skills to pursue a challenging and rewarding career.

ASHIK RAJEEVAN.