

## CURRICULUM VITAE



**Joseph Dalu Poduthas**

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### **PROFESSIONAL SUMMARY & OBJECTIVES**

To obtain a challenging position in a progressive organization that expects a high level of performance and commitment from its employees. A company where I can continue to make a positive contribution, and expect a good growth-oriented environment.

### **STRENGTHS**

- ✓ Competent to work under pressure with less supervision and is keen to details and accuracy of information and reports
- ✓ Adaptable and quick in learning new skills and concepts. Good communication skill
- ✓ Ability to interact well to all levels of personnel in the organization
- ✓ Well versed in English communication skills.
- ✓ Optimistic and meticulous, with the ability to multi-task once required.
- ✓ Confident, Having positive attitude & integrity, Professional attitude, Team work
- ✓ Aptitude towards learning, Efficiency at work

### **JOB PROFILE**

#### **Worked in various fields and positions such as**

- ✓ Project in-Charge, Area Supervisor & Maintenance in-Charge.
- ✓ All Type of Glass and Total Interior & Exterior Work.
- ✓ All Kind of Interior Design & wooden floor work Knowledge.
- ✓ Welding (Electric), SS, MS & Aluminum Fabrication Technician.
- ✓ Air-Conditioning, Electrical and Plumbing jobs Knowledge.
- ✓ Spray Painting, Airless Painting (Auto coat) & Color Technician.
- ✓ Interior & Exterior wall Painting & wood Polishing (Spray) Technician.
- ✓ ACP Cladding, Gypsum Board False Ceiling, Carpentry, Masonry & Tiles work.
- ✓ Emergency First Aider & Emergency Fire Safety (Level 1) Trained Certificate.
- ✓ Scaffolding Competent Safety Trained Certificate.
- ✓ Well Knowledge in Maintenance Jobs

## WORK EXPERIENCE

**Overall, 29 years Plus experience in various fields & organizations.**

**Corrotech Building Maintenance an MCT Group of Company, Dubai - Since July 2019**

A company managing exclusively the private property portfolio of H.H. Sheikh Saeed Bin Hasher Al Maktoum. Consisting of over 1500 apartments, 500 villas, 2 commercial buildings and retail spaces.

### **WORK ON THE PROJECT**

- ✓ Inspection of common areas and vacant properties.
- ✓ Regular inspecting the site.
- ✓ Directing and planning for such as upgrades of apartments/villas, maintenance.
- ✓ Maintain usage records and invoice clients accordingly.
- ✓ Calculating and comparing costs for required goods or services to achieve maximum value for money.
- ✓ Checking that agreed work by staff has been completed satisfactorily and following up on any deficiencies.
- ✓ Responding appropriately to emergencies or urgent issues as they arise.
- ✓ Managing filing systems.

**Project and Maintenance in Charge in a Prime Square Technical Services LLC**

**Dubai. - DEC 2014 TO SEP 2018**

- ✓ Regular inspection of site
- ✓ Preparation of quotation for Major and minor work
- ✓ Purchasing the materials
- ✓ Scheduling the Project on time
- ✓ Handover the project on Time

**Project In Charge EVERSHINE Associates exterior interior in Kerala - April 2013 to May 2014**

- ✓ Interior and Exterior work carried out in Showrooms, Restorts and villa
- ✓ Co-ordinating, Purchasing and arranging the materials for the project
- ✓ Schedule the appointments from clients
- ✓ Arranging the teams as per schedule with proper tools and materials
- ✓ Safety measure is carried out during the work and on site

**Project In Charge & Supervisor with Fine Building Solutions in Kerala - Jan 2012 to Mar 2013**

- ✓ Liaising with relevant organization personnel and clients for any urgent works will be solve immediately
- ✓ All works will be completed on time scale

**Maintenance In Charge with Le Mars Marketing Co Pvt Ltd in Kerala - Nov 2010 to Dec 2011**

- ✓ Interior and Exterior painting work
- ✓ Renovated the showroom (AROUND 10,000 Sq.Mt)
- ✓ Transportation in-charge

### **Marketing & Site coordinator with Fine Building Solutions in Kerala - Apr 2009 to Sep 2010**

- ✓ Liaising with relevant organization personnel and clients for any urgent works will be solve immediately
- ✓ All works will be completed on time scale

### **Ship yard in cochin - May 2008 to Mar 2009**

- ✓ Airless Painting

### **Saudi Arabia - Sep 2006 to Mar 2008**

- ✓ Carpenter work (Cabinets, wardrobe, Doors)
- ✓ Wood Polishing

### **Southern Transportation PVT limited - Kerala - Aug 2005 to Aug 2006**

- ✓ Driving the heavy Trailer

### **Various Firms in Kerala - May 1993 to Jul 2005**

- ✓ Spray painter
- ✓ Color Technician
- ✓ Wood polish (spray)
- ✓ Supervisor of work (MEP AND WELDER)

### **CORE QUALIFICATION**

- ✓ Proficient in using the Microsoft Office package (Outlook, Word, Excel), and other Windows application, as needed.
- ✓ Basic Computer Knowledge (internet)
- ✓ Knowledge in Operating
- ✓ Basic Computer Operation

### **PERSONAL DATA**

- ✓ Father's Name :Dominic Poduthas
- ✓ Date of Birth :12th February, 1975
- ✓ Marital status :Married
- ✓ Caste / Religion :Anglo Indian, Christian
- ✓ Languages known :English, Hindi, Malayalam and Tamil
- ✓ Qualification :BA English
- ✓ Nationality :Indian
- ✓ Passport No :T 8955552
- ✓ License No. (DUBAI)3514570 (06/2015 to 06/2025

### **DECLARATION**

**I hereby declare that the above information are true and correct to the best of my knowledge and belief.**

**Place: Dubai**

**JOSEPH DALU**