

CURRICULAM VITAE

SANDEEP KUMAR RAO

Contact No: India: +91 9695280685

UAE: +971 506921827/547419830

Email: snraoindia2012@gmail.com

SKILLS SUMMARY

- ❖ Good analytical and quantitative skill/ highly disciplined, hardworking and well organized.
- ❖ Energetic, adaptable, pro- active and self-motivated.
- ❖ Friendly and pleasing mannered/ possessing good presence of mind

Qualification

1. BA Passed out from D.D.U Gorakhpur University (UP) in 2005.
2. Higher Secondary Exam (10+2) Passed from UP board in 2002.
3. Secondary Exam (10th) from UP board in 2000.

Others Skills:

Package : MS-Word, MS-Excel, MS-Power Point
Photoshop, CorelDraw & Internet.

Details of Experience

More than 11.00 years experiences in Administration field with Construction Company in various projects at Abroad and India.

Abroad Experience

- i. **Currently Working with ROBT STONE ME LLC Abu Dhabi UAE.**
 - ✓ Project : P144 & P152 Pipeline project.
 - ✓ Duration : 01ST May 2024 to till date.
 - ✓ Post : Admin assistant
- ii. **Worked with Larsen and Toubro Hydrocarbon LTD Kuwait.**
 - ✓ Project : GC-30, TL-5 Pipeline & NSGEP Pipeline project.
 - ✓ Duration : 23rd Sep 2021 to 31st May 2023
 - ✓ Post : Data Entry operator cum Purchase officer.
- iii. **Worked with Larsen and Toubro Hydrocarbon LTD Kuwait.**
 - ✓ Project : GC-30, TL-5 Pipeline & NSGEP Pipeline project.
 - ✓ Duration : 21st Feb 2016 to 22nd Sep 2021
 - ✓ Post : Assistant Admin and Transport coordinator.

iv. Worked with Nesma & Partners contracting company KSA.

- ✓ Project : Saudi Aramco project Jubail Refinery Project.
- ✓ Duration : 02nd April 2012 to 07th December 2012
- ✓ Post : Data Entry Operator cum Procurement officer.

v. Worked with Emirates Trading Agency (ETA M&E Division) Dubai.

- ✓ Project : Building project (Marina Mall & Mono rail).
- ✓ Duration : 19th October 2007 to 02nd June 2010
- ✓ Post : Timekeeper and Document controller

Job Responsibility

- ✓ Coordinate site Administration activities in office.
- ✓ Handled Employees leave Administration and preparation of leave and final settlement.
- ✓ Random site checks to make 100 % output from the workforce by not allowing workers to take extra rest/break hrs. and late reporting, early leaving etc.
- ✓ Maintaining time keeping records through Time keepers every day along with location wise Manpower report.
- ✓ Preparing and maintain records, reports and other materials as required.
- ✓ Employee's joining reports, maintain staff records, and prepare daily notes.
- ✓ Daily Absent & Present Report preparation.
- ✓ Approval of OT as per the overtime sheet signed and approved by Project Manager.
- ✓ Handling all computerized punching system and minting records.
- ✓ Preparation of casual labor salary work sheets.
- ✓ Maintaining master employees file data.
- ✓ Administration related correspondence.
- ✓ Reporting to the HR Manager.
- ✓ Maintain rules & regulations at site.
- ✓ Transmittal making of document from site to main office.
- ✓ Issuing attendance cards to all employees.
- ✓ Getting materials Quotation from supplier as per site requirement.
- ✓ Creating Purchase order and MR in SAP and BANN system.
- ✓ Creating Item code & new supplier code in our BANN system.
- ✓ Maintain and control the filing system of incoming and outgoing documents.
- ✓ Coordinated with site engineer regarding the material requirement
- ✓ Handing transportation for all staff and workers.

Strength

- ✓ Good team player and excellent in interpersonal and communication skill.
- ✓ Ability to learn and accept responsibility.
- ✓ Patience and hard working.
- ✓ Self-confident and convincing capacity.
- ✓ Punctual and sincere.
- ✓ Ability to work performs in any working conditions.
- ✓ Can execute and get the task done in bare minimum time.
- ✓ Also work under pressure & any condition.

Personal Information

Father Name : Mr. Rudal Rao
Birth Date : 15.08.1985
Nationality : Indian
Marital Status : Married
Languages Known : English, Hindi.

Permanente address : Village: Pakari Babu,
Post office: Baghra Mahuwari,
District: Deoria, Pin.No.-274404
State- Uttar Pradesh, INDIA

Passport Details

Passport No : X 4703737
Place of issue : Lucknow
Date of issue : 06.05.2024
Date of Expiry : 05.05.2034

DECLARATION

I do hereby declare that all information's are true, correct to the best of my knowledge and belief.

I hope my C.V is favorable and prove my worthiness and capability, if given chance will prove to be asset to your organization.

Thanking you.

Date: 28.10.2024

**Yours faithfully
Sandeep Kumar Rao**

UNITED ARAB EMIRATES
FEDERAL AUTHORITY FOR IDENTITY &
CITIZENSHIP, CUSTOMS & PORT SECURITY
Resident Identity Card

الإمارات العربية المتحدة
السلطة الاتحادية للهوية
والجنسية والجمارك وأمن المنافذ
بطاقة هوية مقيم

رقم الهوية / ID Number
784-1985-0219609-4

الاسم: سندیپ كومار راو رودال راو
تاريخ الميلاد: 15/08/1985
الجنسية: الهند
Nationality: India
تاريخ الإصدار / Issuing Date: 25/06/2024
تاريخ الانتهاء / Expiry Date: 24/06/2026

التوقيع / Signature

الجنس: ذكر
Sex: M

Card Number / رقم البطاقة :
137674309

UAE

المهنة: مشرف تنصيب سقالات
صاحب العمل: روبيت ستون ام اي - د م م - ش ش و
Employer: Robt Stone(Me) - L.L.C - O.P.C
مكان الإصدار: أبو ظبي
Issuing Place: Abu Dhabi

2402726955

If you find this card please return it to the issuing organization or to the nearest police station.

ملاحظة على هذه البطاقة الرجاء إعادتها إلى الجهة
إصدارها أو إلى أقرب مركز شرطة

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8508155M2606244IND<<<<<<<<<<<9
RUDAL<RAO<<SANDEEP<KUMAR<RAO<<

पासपोर्ट नं. / Passport No.

X4703737

05/05/2034

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पुस्तक परापूर्वक का नं. और इसके जारी होने की तिथि एवं जगह / Old Passport No. with Date and Place of Issue
M2075241 10/09/2014 LUCKNOW

LK1079525436624

भारत गणराज्य REPUBLIC OF INDIA

इसके द्वारा, भारत गणराज्य के राष्ट्रपति के नाम पर, उन सभी से विनम्र इच्छा संबंध हो, अनुरोध एवं अपेक्षा की जाती है कि वे भारत को बिना किसी रोक-टोक के स्वतंत्र रूप से आने-जाने दें और उसे हर तरह की ऐसी सहायता और सुरक्षा प्रदान करें जिसकी उसे आवश्यकता हो।

THESE ARE TO REQUEST AND REQUIRE IN THE NAME OF THE PRESIDENT OF THE REPUBLIC OF INDIA ALL THOSE TO WHOM IT MAY CONCERN TO ALLOW THE BEARER TO PASS FREELY WITHOUT LET OR HINDRANCE AND TO AFFORD HIM OR HER, EVERY ASSISTANCE AND PROTECTION OF WHICH HE OR SHE MAY STAND IN NEED.

भारत गणराज्य के राष्ट्रपति के आदेश से

BY ORDER OF

THE PRESIDENT OF THE REPUBLIC OF INDIA



Shubham Singh

शुभम सिंह, ए.ए.एस.
SHUBHAM SINGH, I. A. S.
क्षेत्रीय पासपोर्ट अधिकारी
Regional Passport Officer
पासपोर्ट कार्यालय, लखनऊ
Passport Office, Lucknow



भारत गणराज्य REPUBLIC OF INDIA



सत्यमेव जयते

पासपोर्ट
PASSPORT

इस पासपोर्ट में 36 पृष्ठ हैं। This Passport contains 36 pages.



Larsen & Toubro Limited
L&T Energy-Hydrocarbon
Construction Services
Unit 12, Tower B, 6th Floor, Al Biraq Complex,
Street 250, Block 5, Egaila, 50013, Kuwait
P.O Box : 46395
Tel. No. + 965 2221 0204 / 5/6/7/8
www.Larsentoubro.com

Ref. LTEH-I/Kuwait/HR/10801033

Date: 31-May-23

SERVICE CERTIFICATE

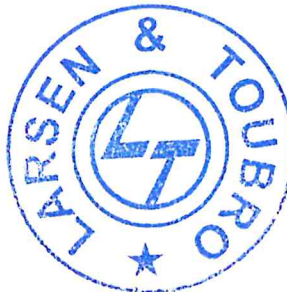
This is to inform that **Mr. SANDEEP KUMAR RAO**, holding Indian passport No.**M2075241** has been an employee of this company as per the details given below:

Date of Joining : 22-Sep-21
Date of Leaving : 31-May-23
Last Designation : TRANSPORT COORDINATOR
Reason for Leaving : RELEASED
Last Location of posting : NSGEP Project Site, Kuwait
Last Salary drawn : KWD 220/- Basic per month
KWD 30/- per month (towards other allowances)
Conduct : Good

We wish him all the best for his future endeavor.

Yours faithfully,

For L&T Energy - Hydrocarbon



Sridhar Srinivasan
Deputy General Manager – Human Resources

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA
CIN : U11200MH2009PLC191426

A wholly owned subsidiary of Larsen & Toubro Limited

Ref. LTHE-I/Kuwait/HR/20108736

Date: 21-Sep-21

SERVICE CERTIFICATE

This is to inform that **Mr. SANDEEP KUMAR RAO**, holding Indian passport No.**M2075241** has been an employee of this company as per the details given below:

Date of Joining	:	22-Feb-16
Date of Leaving	:	21-Sep-21
Last Designation	:	TIME OFFICE ASSISTANT
Reason for Leaving	:	Closure of Contract
Last Location of posting	:	NSGEP Project Site, Kuwait
Last Salary drawn	:	KWD 190/- Basic per month
Conduct	:	Good

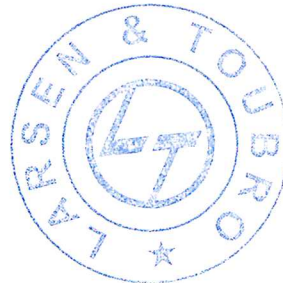
We wish him all the best for his future endeavor.

Yours faithfully,

For **L&T Hydrocarbon Engineering Limited**


Manish Kumar Sinha
Deputy General Manager – Human Resources





#36096

Date : 22/01/1434 H

Cross: 06/12/2012 G

التاريخ : ١٤٣٤/٠١/٢٢ هـ

الموافق : ٢٠١٢/١٢/٠٦ م

EXPERIENCE CERTIFICATE

شهادة خبرة

This is to certify that Mr. Sandeep Kumar Rao (India National), Holding Passport No. F 3774196 was employed by Nesma & Partners Contracting Co. Ltd. in the position of **"DATA ENTRY OPERATOR"** during the period:

تفيد شركة نسما وشركاهم للمقاولات المحدودة بأن السيد/ سانديب كومار راو (هندي الجنسية) بموجب جواز رقم ٣٦٩٥٩٤٦ قد عمل لديها بوظيفة **"مدخل بيانات"** خلال الفترة:

From : 02 /04/2012 G To 07/12/2012 G

من : ٠٢ / ٠٤ / ٢٠١٢ م وحتى : ٠٧ / ١٢ / ٢٠١٢ م

We wish him all success and progress in his future endeavors.

مع أطيب تمنياتنا له بدوام التقدم والنجاح في حياته المستقبلية .


سامي أحمد المليفي
SAMI A. AL MILAIFY
المدير الإداري
Administration Manager



CERTIFICATE:

This is to certify that Mr. Sandeep Kumar Rao is working in our concern as Document Controller since 20-June-2007 to till date.

He is attending projects of Dubai Marina Mall Project, Mono Rail Project and Iris Bay Project in Document Controller and Time Keeper section.

He bears good conduct and characters.

For, **Emirates Trading Agency L.L.C**
M&E Division Dubai, U.A.E



Authorized Signature.

Emirates TRADING AGENCY (L.L.C.) شركة الإمارات للوكالات التجارية
(شركة ذات مسئولية محدودة)

ELECTRICAL
CONTRACTS



DUBAI QUALITY
APPROBATION
PROGRAM



SANITARY
ENGINEERING

P.O. Box : 3532, ABU DHABI, U.A.E., Tel. : +971-2-6987777, Fax : +971-2-6722132, E-mail : etamneah@etamne.com

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UNLESS SPECIFICALLY STATED ELSEWHERE, PROPOSALS IN THIS LETTER ARE VALID FOR ONLY 2 MONTHS
BANKERS : MASHREQ BANK psc