

RESUME



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Objective:

More than 10 years of working as a Supervisor looking forward for a position in the firm to provide me a platform where I can show my talent & responsibility towards increasing Company's day to day activities & Performing.

Software skills

- Operating system: windows.
- Completed Software programming.
- Completed Hardware & Networking .
- Completed Safe Work Permit Training .
- Completed Accident Case & prevention course.

Total Experience:

1. Current organisation: Adnoc Distribution.

Position : Supervisor.

Duration : Oct 2010 to still.

Location : Abudhabi, UAE.

2. previous organisation : Jarallah Contracting

Est. Position : Corporate Client Executive).

Duration: 6 months (Shut down Project).

Location : Kingdom of Saudi Arabia..

3. RIDDHI SIDDHI GLUCO BIOLS LTD

Position : Dispatch Incharge & System

Coordinator.

Duration : 2005 to 2006.

Location : Chennai , India.

Experience Summary:

1. Concern : Adnoc Distribution – Abudhabi , UAE.

Position : Supervisor.

Duration : From Oct 2010 to still.

Responsibilities as Store Incharge:

- Joined as career in Adnoc as Store incharge in Oct 2010 ,my duties & responsibilities is to maintain store, Receive unload and shelve supplies,
- Performing other related duties like invoicing & returning.
- Managing & train store staff.
- Ensuring the store is kept clean & organized.
- Keeping the record of sales and restocking.
- Mediating the confrontation between staff & clients and escalate the situation.

Responsibilities as Supervisor:

- Experience in site resource and man-power planning, preparation of maintenance schedule, maintaining of site work, handling the employees
- Place the order for materials requirement of site and planning.
- Ability to handle site safety and maintain the records.
- Tested, troubleshoot, and repaired systems by identifying malfunctions and replacing parts and components. Routinely worked overtime, weekends, and holidays to ensure complete customer satisfaction..
- Delivered technical assistance support and training to various work teams in order to increase the skills and capabilities of team members.
- Maintained strong channels of communication with managers and clients.

2. Concern : Jarallah Cont Est , Saudi Arabia .

Position : Corporate Client Executive

Duration : 6 months (Shut down Project).

Responsibilities:

- Meeting Clients to discuss their working needs
- Meeting Clients briefing about the work budget and supplying manpower according to their needs.
- Develop & Maintain Existing Client relationship .
- Inspection of Site before **Erection**.
- Negotiate with clients for efficient services delivery at profitable cost.

3. Concern : Wavetel Communications Ltd , Chennai India .

Position : Admin Executive & System Coordinator.

Duration : From 2004 to 2005.

Responsibilities:

- Responsible for providing secretarial & administrative support in timely manner.
- Undertaking the tasks of receiving calls, take messages & routine correspondence .
- Handling executives requests & queries properly .
- Taking dictation & minutes and accurately enter data.
- Monitor office supplies & research deals of suppliers.
- Produce reports , presentations & briefing to employees.

4. Concern : Riddhi siddhi Gluco Biols Ltd , Chennai India .

Position : Dispatch Incharge & System Coordinator.

Duration : From 2005 to 2006.

Responsibilities:

- Managing work flow of employees.
- Responsible of all goods are accounted for each shipment for departing on time.
- Developing & maintaining efficient work flow .
- Keeping records of employee productivity.
- Corresponding all data and information for other departments.
- Providing technical & administrative assistant to department staff.

Academic Qualification:

Qualification	College/school	University/board
B.A.	MKU	Madurai kamaraj university
12 th	Scott Christian Hr . Sec School	State Board
10 th	S.L.B. Govt Hr.Sec School	State Board

Languages Known:

Languages	Read	Write	Speak	Listen
English	Yes	Yes	Yes	Yes
Tamil	Yes	Yes	Yes	Yes
Hindi	Yes		Yes	Yes
Malayalam			Yes	Yes

Personal Details:

- Father's Name : Ragavan Vignesh,
- Marital Status : Married,
- Date of Birth : 15/11/1982,
- Passport Number : S 6659262

The above furnished details are true to the best of my knowledge.

Date:

Place:

Yours Faithfully,

Rajesh Kumar R.V.

