

About Me



 Farij Nechikkadan
 0567910929
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Career Objective

To make a positive impact in my field of activity leading to organization growth, by creative application of my value based convictions and professional divinity by putting my all efforts in the work assigned to me in an organization where I can along with the organization.

Work experience



EMIRATES FIRE FIGHTING EQUIPMENT FACTORY LLC(FIREX)SHARJAH-UAE-2017-2019

Projects coordinator

- Assisting the project manager and dealing with different clients.
- Define and understand scope in coordination with the engineering team and other stakeholders.
- Coordinating with the HR department to solve project related activities.
- Coordinating with site engineers.
- Documenting and following up on important actions and decisions from meetings.
- Ensuring project deadlines are met.
- Create a project management calendar for fulfilling each goal and objective.
- Issue all appropriate legal paperwork (e.g. contracts and terms of the agreement)
- Monitoring the testing and commissioning team including civil defence inspections, issuing reports.
- Handling the customer's complaints, monitoring project progress as per the schedule.
- Preparing internal and external purchase requisitions.
- Working as a part of a cost reduction program. Giving instruction to the store department.
- Preparing material work order as per site condition, Coordinating with store department for the delivery
- Coordinating with design team for drawings and submittal.
- Preparing delivery schedule.
- Arranging petty cash and supporting to accounts department.
- Monitoring day to day activities projects store.

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Business development executive

- Research and identify new market opportunities.
- Develop a new business strategy on time and develop a plan for implementing strategies.
- Think critically when planning to assure project success.
- Maintain fruitful relationships with clients and address their needs effectively.
- Identify the risk, Monitor company daily activities.
- Maintain existing business; build a strong image in the market.
- Boost the mindset of employees, monitoring performance.

Education

Master of Business Administration (MBA)

Specialisation: **Human resources and Marketing**

Bangalore university, Karnataka ,Bangalore

Graduated, March 2016

Bachelor of Commerce (B.com)

University of Calicut.

Kerala Calicut

Graduated, March 2014

Higher Secondary (Plus Two)

S.V.H S. Higher Secondary School,palemad

Kerala Higher Secondary Board

Passed, March 2010

S. S. L. C.

K.M. Higher Secondary School, Karulai

Kerala Board Exam

Passed, March 2008

Professional Qualification

- **Oracle's JD**
- Certificate in **Third Party Logistic Management** (2015) from confederation of Indian industry.
- Certificate in **Computer Application**(2010)from national institute of open schooling
- **Micro Soft Office (MS Office)**

Skills

- Team management
- Decision making skill
- Time management
- Conflict resolution
- Professional mannerisms
- Competitive

Languages

- English 
- Hindi 
- Tamil 
- Malayalam 

Personal

Name: Farij nechikkadan

Birthday: November 29, 1991

Gender: Male

Marital Status: Married

Nationality: Indian

place: Dubai

I hereby declare that the above-mentioned information is correct up to my Knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.