



# ADNAN AHMED SUJJA

[adnanadiahmed@gmail.com](mailto:adnanadiahmed@gmail.com)

+971569208298

Dubai,UAE



## EDUCATION

Diploma of Civil Engineering,  
*Manav Bharti University*

Operation Management  
*University of Pennsylvania*



## CERTIFICATIONS

Auto CAD 3D  
Civil 3D



## SOFTWARES AND TOOLS

Microsoft Office

AutoCAD

Raspberry Pi



## PERSONAL INFORMATION

Date of birth 29/09/1995

Nationality Indian

Languages: English, Hindi, Urdu and Kannada



## PROFILE

A result-oriented person seeking to work in a challenging environment that provides opportunity to utilize my skills to the best of my abilities.



## SKILL SUMMARY

### Stakeholder Management

- Managing ongoing relationships with the clients by outlining communications to help simplify complex financial jargon. To increase trust with their investments, I set-up weekly/monthly meetings to clarify expectations.

### Business Acumen

- Single-handedly managed the entire operations, logistics and marketing of Mysore-based travel hostel - Voyager Haven. While gradually improving customer satisfaction and cash flow.

### Problem Solving

- While managing Voyager Haven, to maintain steady cash flows during low season, We rented the property to family events and photoshoots.



## WORK EXPERIENCE

### Manager, Voyager Haven

October 2020 – December 2021

*Mysore Start-up travel hostel targeted to millennial travellers*

- A start-Up worked from the setting up to the establishment.
- Preparing and managing quotes.
- Day-to-day involvement work on activities and entertainment for the guests.
- Coordinating with staff discipline to ensure correct implementation.
- Maintaining existing client base and develop new clients to continuous growth.
- Develop and implement sales strategy to ensure growth.
- Build relation with guest prior to arrival.
- Assure rooms are Hygiene before and after guest arrivals.
- Administer tasks and responsibilities are taken in professional manner.
- Attracting new guests through advertising, property viewings and encouraging referrals.
- Maintains log books, making log entries as per the log standards.
- Ensure all tools and equipment are prepared/stacked/ organized in the residence pantry at all times.

### Sales and Operations, Fundvestor

March 2017 – October 2019

*Bangalore based wealth providing financial solutions*

- Handling Portfolio management
- Developing and delivering investment reports to the team
- Providing direction and advice on securities to buy, sell or hold.
- Conducting comparative study of various market, competitors and analysis
- Maintain and document activities of client base and develop new clients.
- Identify trends, advise company and recommend actions to a senior management based on sound analysis
- Achieve investment targets
- Building and maintaining relationship with the client and generating business from the existing accounts and achieving profitability and increased growth.
- Organizing promotional campaigns presentations for new schemes and market penetration.
- Creating monthly performance reports of the team and presenting it in meetings.

## **QA/QC Engineer, Annoor Test labs and Engineering Service Pvt.ltd**

November 2016 – February 2017

*ATLES is Andhra based NABL accredited laboratory*

- Review the material technical sheet
- Submit inspection request for engineers
- Develop and determine all standards to perform inspection and test
- Assist with employees to ensure knowledge of all quality standards and ensure compliance to all quality manual and procedure and collaborate with contractors.
- Manage lifting of all equipments and handle efficient storage.
- Analyze all products and non conformance processes and evaluate all documents to ensure maintenance

## **Tender Engineer, Annoor Test Labs and Engineering Services Pvt.ltd**

August 2016 – November 2016

*ATLES is Andhra based NABL accredited laboratory*

*(Project: Kanker – Dhamtari NH)*

*(Location: Chattisgarh, India)*

- Conducting tests on old structure to ensure strength to retain
- Preparing report for retaining of structure
- Examine previous records and evidence to ensure data accuracy
- Examine the level of raw materials and supplies required
- Collecting samples

## **Site Engineer, ICT – Inter Continental Technocrats**

March 2015 – June 2016

*(Project: Ujjain to Maski state highway project MPRDC - Madhya Pradesh Road Development Corporation)*

*(Location: Ujjain, Madhya Pradesh, India)*

- Implementation of QA/QC as per the Client's Standards for various activities.
- Review methodology as proposed by contractor.
- Issuing NOCs.
- Preparation of weekly & monthly progress reports.
- Day to day supervision of works, sampling and testing of materials and works including Embankment, Sub Grade, Granular Sub Base, concrete.. etc.

## **Civil Engineer Trainee, Consolidated Contractors Company**

December 2013 – February 2014

*CCC is one the largest construction in the Middle East*

*(Project: CMI project - Oman Al Maha Intersection)*

*(Location: Muscat, Oman)*

- Assist the Senior Engineers with the day to day site activities.
- Jointly inspect all the quality tests both in laboratory and site with Consultant.
- Maintenance of drawings and documents.
- Working closely with the civil engineer to resolve issues and review complaints.
- Fulfill tasks set out by supervisors from several departments.
- Take part in safety training regularly.
- Managing the labors & equipments at site and reporting to seniors regularly.
- Ensure work executed according to the drawing and make sure all materials are satisfactorily stocked.