



ADNAN AHMED SUJJA

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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 of 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.