

CURRICULAM VITAE

Rajeev.G

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Kerala _ Pathananmthitta

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CAREER OBJECTIVE:

Looking forward for a challenging and rewarding career as a storekeeper/ sales man to enhance my skill and abilities and also contribute the best of my knowledge to your esteemed firm.

PROFILE SUMMARY:

Multi-talented, self-motivated, storekeeping and Material handling abilities, excellent oral and written communication skills, hardworking and enjoy the challenge of a new working environment, operates well with less supervision, either individually or as a team member.

TECHNICAL QUALIFICATION:

- Diploma in Civil Engineering
- Ayurveda and panchakarma Therapy

TECHNICAL SKILL:

- ☐ Operating systems : Windows 8,10,11.
- ☐ Driver : with valid UAE Driving License (02/02/2021)

PROFESSIONAL SYNOPSIS:

2019 to 2021(present)

MIDDLE EAST MEASURING AND CONTROL SYSTEMS LLC- AJMAN

Designation : ELECTRICAL MAINTENANCE & DRIVER

Roles & Responsibilities:

- ☐ calculation of load schedule from DB to Transformer.
- ☐ calculation of earthing system, cables, busbar

- ☐ Checking materials and work in progress for compliance with the specified requirements
- ☐ Observance of safety requirement
- ☐ quality control in accordance with CSIs/procedures method statements, quality plans and inspection and test plans, all prepared by the project management team and by subcontractors
- ☐ Monitoring building systems and processes.
- ☐ Measurement and valuation (in collaboration with the project quantity surveyor where appropriate)
- ☐ Providing data in respect of variation orders and site instructions
- ☐ Preparing record drawings, technical reports, site diary

2012 to 2019

SISCO STEEL CONTRACTING LLC - UMM AL QUWAIN

Designation: Store in- charge

Roles & Responsibilities:

- ☐ Goods receiving notes
- ☐ Receiving of material & store entry by computer
- ☐ To raise material purchase requisition
- ☐ To maintain order level of materials
- ☐ To keep exact record of incoming & outgoing materials
- ☐ Maintained store facilities to ensure smooth functioning – made arrangement and placed orders for new stock and supplies whenever necessary
- ☐ Responsible for upkeep of various appropriate records of material received
- ☐ Received deliveries of new equipment and ensured that all the supplies were in proper order – stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion
- ☐ Issued supplies as per the demand of the clients and maintained records of payments
- ☐ Maintained the budget of all the expenditure incurred and presented same to store managers
- ☐ Monitored the functioning of store equipment and reported problems and failures to the supervisor
- ☐ Preparing store requisition and maintaining per stock
- ☐ Posting of all issue slips/ vouchers.

2008 to 2012

- ☐ Ayurveda and panchakarma therapy in Kerala- India in different hospitals and clinics

PASSPORT DETAILS:

☐ Passport No : V5125634
☐ Place of Issue : Dubai
☐ Date of Issue : 29/03/2022
☐ Date of Expire : 28/03/2032

PERSONAL DETAILS:

➤ Date of Birth : 20-05-1980
➤ Permanent Address : Pattathil Thekkethil Malamekara,
Adoor post
Pathananmthitta, Kerala,
➤ Nationality : Indian
➤ Sex : Male
➤ Marital Status : Married.
➤ Languages known : English, Hindi & Malayalam

DECLARATION:

I hereby declare that all the information furnished above is true and correct to the best of my knowledge and belief.

Place:

Date:

RAJEEV.G