



ABDUL GAFOOR. KP

Project Coordinator

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Email:

kpabdulgafoor12@gmail.com

Marital Status:

Married

Nationality:

Indian

DOB:

10/05/1985

Language Known:

English, Hindi, Malayalam & Tamil

EDUCATION

Bachelor of Commerce

2004 -2006

University of Calicut, Kerala, India

**Diploma in Computerized
Financial Accounting**

Plus 2 - Kerala Higher Secondary
Board, Kerala, India

Humanities

2002-2003

IT Forte:

Conversant with MS Office (Word & Excel), Adobe Illustrator, JD Edwards Enterprises (Oracle) and Internet Applications

ABOUT ME:

Ambitious Senior Project Coordinator with 10+ years of experience overseeing projects from initiation to completion. Minimizes workflow obstacles, conserves resources and motivates teams to deliver quality outcomes under budget and on time.

PROFESSIONAL EXPERIENCE:



Al Jaber Signs LLC, Abu Dhabi, UAE

Project Coordinator

2008 till date

Successful Completion of following Projects

1. RTA Road Signs Project – Dubai

- Working as Project coordinator, Inventory controller, Store keeper cum Time keeper
- To coordinate with site for collecting Building Address & Street Signage Installation Report.
- Preparing & Submit WIR for Inspection to the consultant As per Installation Report
- Arranged for the accommodation that may be Requested by team
- Assisted in the development and distribution of session and other Training materials
- Assisted in writing Technical Document
- Assisted the project Manager and project Lead with her duties as assigned to successfully complete the project
- Assisted with the delivery of materials to assist in the project production
- Compiled and maintained project – specific status report
- Compiled Project Status from all Responsible Departments

HIGHLIGHTS

- Project Coordinator
- Report & Document Preparation
- Store Stock
- Store Management
- Record Management
- Transportation arrangements
- Staff Management & Training
- Preparing Time sheets
- Effective communication
- Inventory management
- Supply of materials
- MS office



2. Abu Dhabi Western Region Municipality Project

- Coordinated date entry
- Coordinated project Activities
- Coordinated the delivery and completion of the project Report and Surveys
- Created And maintained project timelines
- Created productivity reports
- Developed project Budgets
- Ensure policies and procedures are being applied to meet the company's goals and objectives
- Establish and managed work Schedules for the project
- Provided Administrative and operational support for project Managers
- Preparation of Monthly progress photos as per monthly Report.
- Strong sound in MS office and relevant applications

REFERENCE:

Reference can be provided if required.