

# Sujith Balan



## Contact

**Phone:**

055 2665129

**Email:**

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

## Personal Details

- **Gender:** Male
- **Marital Status :** Married
- **Nationality:** Indian
- **Visa Status:** Visit Visa
- **Driving License:** Light Vehicle automatic

## Languages Known

- English
- Hindi
- Malayalam

## Hobbies

- Browsing
- Fishing
- Gardening

## Summary

Senior Cost Clerk with more than 10 years of experience in the construction field in a reputed construction company dealing mainly in Supply and installation of MEP works in UAE.

## Skill Highlights

- General Office skills
- Strong decision maker
- Friendly and enthusiastic to learn new things
- Hard Worker
- Comprehensive problem solving abilities
- Ability to deal with people

## Experience

**Sr. Cost Clerk - 03/2007 to 10/2019**  
**Al Naboodah MEP LLC, Dubai UAE**

- Assist in the submission of monthly invoice.
- Preparing Bills for Extra works
- Organize meeting subcontractors and suppliers
- Assist in preparing monthly commercial reports.
- Ensuring the materials are utilize properly thus reducing wastages
- Sending out purchase enquiries to suppliers and follow up
- Prepare documents for Auditing
- Handling of petty cash expenses.
- Maintaining all documents as per company regulations and ISO standards.

## Education

**Master of Commerce: Finance - 2006**  
**Calicut University, Kerala, India**

**Bachelor of Commerce: Cooperation - 2002**  
**Calicut University, Kerala, India**

## Computer Skills

MS Word  
MS Excel  
Tally  
Planswift