

SUJAY MOHAN

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CAREER OBJECTIVE:

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge and leverage my learnings.

WORK EXPERIENCE:-

1) FUTURE PIPE INDUSTRIES,

ICAD, MUSSAFAH, ABU DUBAI, U.A.E.

DESIGNATION: PRODUCTION CLERK (For Six Years)

Job Responsibility:-

- Monitoring & controlling of all production activates in a plant where 300 employees are working.
- Maintaining and processing of orders in computerized environment (**INFOR ERP LN**)
- Preparing various reports in software applications like Excel, Word etc.
- Interacting with production supervisors for day today production activities. Reported production progress on daily basis.
- Cross departmental interaction for **process** related issues.
- Day to day reporting of all production process through **Infor ERP LN** System.
- Preparing production orders as per the planning schedule and client requirements.
- Estimation of in-house manufacturing works for assets / testing related activities after coordinating with departments and executing through **Infor ERP LN** System.
- Checking of production drawings and calculating the material required for it.
- Controlling the usage of specified materials for the specified jobs.
- Follow up with Production supervisors and Quality control to clear the produced pipes from factory stock to final stock
- Scanning in all relevant new documents & issuing and distributing controlled copies of information.
- Ensuring all documents are as up to date as possible within electronic filing systems
- Assured paperwork properly & tallied paper work completed

2) PRIMA CONSTRUCTION COMPANY), ABUDHABI, U.A.E

DESIGNATION: TIME KEEPER (For Three Years)

Job Responsibility : -

- Arranging Materials required for the Construction Sites
- Report the daily attendance of workers.
- Sending Monthly Time Sheet to the Head Office.
- Issuing the required materials to the Site Stores
- Collecting the reports from the Store keepers for the materials received.
- Arranging the Transport Service for the workers.

EDUCATIONAL QUALIFICATIONS:-

1. S.S.L.C.
2. Plus Two (Science)

COMPUTER KNOWLEDGE

MS-Word, MS-Excel, Tally, Page Maker.

LANGUAGES KNOWN

English, Hindi and Malayalam

PERSONAL INFORMATION

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|------------------|---|---------------|
| 1. Date of Birth | : | 18 April 1982 |
| 2. Nationality | : | Indian |
| 3. Sex | : | Male |

UAE OWN VISA

Expiry Date : 31-07-2024

UAE LICENCE - LMV Manual

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|-------------|---|------------|
| Issue Date | : | 18-04-2012 |
| Expiry Date | : | 14-05-2027 |

DECLARATION

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

Signature

SUJAY MOHAN