

MUBBASSIR .M

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OBJECTIVE

To amplify my knowledge and experience from working in an organization that has elevated values and industry standards, that supports growth and advancement professionally as well as personally.

PERSONAL DETAILS

▪ Date of Birth	08/05/1997	▪ Visa	Visiting Visa
▪ Nationality	Indian	▪ Religion	Islam , Muslim
▪ Marital Status	Un-Married		

PROFESSIONAL EXPERIENCE

**Al Zayatoon Al Aswad ENG. Turning
Supervisor**

February 15th 2020 – Till Date, Sharjah
(U.A.E.)

Job profile:

- Make drawings of work base by enquiries
- Find quantity of materials as per the drawing and prepare estimation sheet
- Prepare quotations of work based on enquiry estimation sheet
- After approval of quotations ask the LPO to clients
- Arrangements of work after came LPO
- Prepare delivery notes & tax invoices
- Filing drawings and quotations and LPO'S and tax invoices and delivery notes
- Receive and sort mail and deliveries
- Prepare salary details
- Check works and sizes
- Give clarifications of work to co-workers
- Maintains of work smoothly and increase work ability of workers

Transcorn construction corporation
Site engineer

Jan 2017 – Dec 2019 , India

Company profile: Construction work Department, kerala, India.

Job profile:

- Manage and maintain of works as per the estimation.
- Check plans , drawing and quantities
- Ensure that all materials used and work performed are in accordance with the specifications
- Oversee the selection and requisition of materials
- Agree price for materials and make cost – effective solutions and proposal for the intended project
- Communicated with clients and their representatives including attending regular meeting to keep them informed of progress
- Prepare reports
- Resolve the technical difficulties and other problems

EDUCATION

May	2012	: S.S.L.C. 10 th Std. – Government high school, kerala..
June	2014	: Plus two 12 th Std. -- kerala board.
July	2016	: Diploma in Draughtsman civil NCVT.

EXTRA QUALIFICATIONS

August – 2016 – November-2016 Training in L&T Construction Skill Training Institute , Bangluru

SKILLS

- Sound analytical ability
- Strong sense of responsibility toward given tasks
- Goal oriented and remarkable dedication towards it
- Meek and amiable nature
- Very good convincing power, effective team player and leadership ability
- Strong organizational skills
- Trustworthy and God fearing individual

COMPUTER SKILLS

MS Office packages, 2003 and 2007;
Affluent in making Power Point presentations,
Formatting and editing Word documents
Knowledgeable in using all basic and intermediate Excel formulae's
And Experienced working on AUTO CADD & 3 D
Capable of using all Internet Applications with ease and possess quick browsing skills.

HOBBIES

Traveling to explore new places and cultures, reading books, watching movies for entertainment purposes, listening to music for relaxation, swimming, playing football and cricket.

LANGUAGES

Read	English, Hindi, Malayalam
Write	English , Malayalam
Speak	English, Hindi, Malayalam

PASSPORT DEATAILS

Passport Number	: R0382588
Date of Issue	: 02-08-2017
Date of Expiry	: 01-08-2027
Place of Issue	: Kozhikkode

DECLARATION

I hereby declare that the Information given above is true to the best of my knowledge , given an opportunity , I assure the authority that I shall provide the best on my duties and responsibilities.

PLACE: SHARJAH (U.A.E)

MUBBASSIR . M