**CURRICULUM VITAE**



ARUN

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**CAREER OBJECTIVE:**

 To utilize the best of my abilities and capabilities in the field of logistic operations which would boost up my career and simultaneously contribute towards the organizational goal in the best possible way.

**PROFILE :**

* Currently working as **Material coordinator in ALUMINIUM LIGHT INDURSTRIES CO.(ALICO) (** 26 Sept 2008 to Till to date**)**
* Strong communication, prioritization and organizational skills.
* Strong interpersonal skills and ability to work with others in a positive and collaborative manner.
* Demonstrated ability to work accurately, follow instruction/schedules/timelines and handle multiple priorities.
* Excellent skills in documents control system.
* Experience from 1st to archival stage of the project.
* Have the capacity to organize & monitor work and projects as they develop.
* Can handle efficiently work-related conflicts and manage consequences in different environment.
* Able to sustain cyclical periods of intense work activity.
* Encouraging, warm, and friendly personality.

**ACADEMIC QUALIFICATION :**

* Bachelor of Arts (Economics) Degree Examination from the Mahatma Gandhi University of Kerala, India. (2000-2003 ) Not completed
* Pre-Degree Examination from the Vocational Higher secondary education, India. (1998-99)

**TECHNICAL QUALIFICATION :**

* Advance diploma in **Logistic and Supply Chain Management** from Zabeel International Institute of Supply Chain Management , Dubai.
* Diploma in Office Automation, MS Word, MS Excel

**SOFTWARE SKILLS :**

* Operating System Win XP, VISTA & Windows 7.
* Microsoft Office 2007,
* Internet Browsing.

**WORK EXPERIENCE : (5 Years)**



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| * Organization
 | :ALUMINIUM LIGHT INDURSTRIES CO.(ALICO) |
| * Date of Joining
 | :2008 September 26th to until now |
| * Projects
 | *:Five star hotel and mutt, Aviation club,D1 tower Prime tower, Saharamall,Bab Al Bahar Hotel.* |
| * Position

  | :Material coordinator |

*Key Responsibilities:*

* Maintaining good working relationships with senior management.
* Preparing time sheet for all the site supervision staff.
* To assist the Administration Manager.
* To prepare log register of all incoming & outgoing letters
* Follow-up suppliers for Materials Consultant’s Approval
* Maintaining bills and issuing purchase order form
* Scanning, Photocopying and compilation of Manuals/Packages
* To prepare the Leave application forms, Leave return forms, etc.
* To ensure all documents follow the approved format
* Filing of various documents and updating data base
* Manage the electronic and hard copy filing of project related technical documentation.
* Filing and archiving of documentation to facilitate easy retrieval at a later date.
* To ensure all documents follow the approved format
* To ensure that documents raised by the company are numbered in the approved manner, circulated
* for review/approval and subsequently distributed to relevant recipients.
* Weekly supervision of the site stores. Verifying Store Receiving vouchers, Stock cards, inter location, store transfer vouchers, verifying the time cards.
* Entering all receipt voucher and local purchase orders for all the sites.
* Preparing requisitions for the items required in our department.
* Reporting to Higher levels.
* Verification of the invoices with Delivery notes, Store receipt voucher and local purchase order from the purchase department.
* Coordination with purchase department for the timely delivery of the materials.
* Self correspondence (with minimum supervision).
* Assist in project wise monthly progress report preparation.
* Maintaining bills and issuing purchase order form
* General office management including issue of stationeries, arranging kitty parties.

**PERSONAL DETAILS :**

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| Date of Birth | :03-03-1981  |
| Gender | :Male |
| Marital Status | :Married |
| Religion | :Hindu |
| Nationality | :Indian |
| Languages Known | :English, Hindi, Malayalam, Tamil, Arabic |

**DECLARATION:**

I hereby certify that all the above stated information are true and correct to the best of my knowledge and Information.