**CURRICULUM VITAE**



Jikson

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Career Objective:

To be a part of Progressive Organization which utilizes my experiences, analytical skill and commitment to be perform quality work while giving me an opportunity to work in a challenging environment and to rich my knowledge and understanding.

Personal Attributes:

Over 9 years’ experience in the field of procurement and store in construction field. Extremely Hardworking, Ability to work under pressure

Excellent leading ability, Store organizational skill Quick to learn with excellent retention power

Strong organizational and interpersonal skills

Organizational Experience:

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|  |  | **ORGANIZATION # 3** |  | **FROM** | **TO** | **EXP in** | **DESIGNATION** |  |
|  |  |  | **Months** |  |
|  |  |  |  |  |  |  |  |
|  |  | GHANTOOT TRANSPORT | AND | December | To Till |  | Store |  |
|  |  | GENERAL CONTRACTING | L | 2015 | Date |  | Keeper/Logistic |  |
|  |  | L C - ABU DHABI |  |  | coordinator. |  |
|  |  |  |  |  |  |  |

**Job Profile:-**

Company Overview: GTGCE is a United Arab Emirates based Construction Company.

Project Overview: Presidential Development on Plot RBW6-10,Al Raha Beach, Abu Dhabi (Client: AABAR Properties, Consultant : Khatib Alami, Main Contrators :Murray & Robberts and GTGCE, It is a joint venture project)

Duties & Responsibilities:

Responsible for initiating the order for materials and controlling the materials distribution.

Receiving Materials as per LPO reviewing issued materials and checking materials at site.

Create and maintain contact with vendors and customers to ensure timely delivery of goods.

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Handling and supervising the receipt of local orders and segregate it according to orders and ensure the safe and secure storage of materials.

Expediting work flow & effectively accelerating delivery of product to consistently meet Work schedule

Physical inventory checking monthly wise, prepare & submit stock report to Accounts.

Transfer issues Initiation, Transfer receipts checking, local transfers and receipts.

Maintaining physical stock and reconciling with system report on a weekly basis.

Coordination with procurement manager to expedite and prioritize orders, and coordination with site Engineers.

Preparing Gate Passes and Way Bill.

Preparing Power Tools & Equipment Reports.

Well Knowledge of Consumable, Re-Salable and Permanent Materials in Construction Field.

Quantity control of materials and issuing to the right location.

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|  |  | **ORGANIZATION # 2** | |  | **FROM** | **TO** | **EXP in** | **DESIGNATION** |  |
|  |  |  | **Months** |  |
|  |  |  |  |  |  |  |  |  |
|  |  | CONSOLIDATED |  |  | October | November |  | Store |  |
|  |  | CONTRACTORS | COMPANY | | 50 | Keeper/Scaffolding |  |
|  |  | (CCC) - ABU DHABI |  |  | 2011 | 2015 |  | coordinator. |  |
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**Job Profile:-**

Company Overview: CCC is an Athens based International Construction Company.

Project Overview: Presidential Palace Project Abu Dhabi (Client: Executive Committee for the Presidential Palace Project of UAE and Consultants are: EWAN, WSP & ICON)

Duties & Responsibilities:

Responsible for initiating the order for materials and controlling the materials distribution.

Receiving Materials as per LPO reviewing issued materials and checking materials at site.

Handling and supervising the receipt of local orders and segregate it according to orders and ensure the safe and secure storage of materials.

Physical inventory checking monthly wise, prepare & submit stock report to Accounts.

Preparing MRR (Material Receiving Report) for the Permanent material to get the Certificate from QC Department for Inspection and Acceptance of Materials.

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Transfer issues Initiation, Transfer receipts checking, local transfers and receipts.

Maintaining physical stock and reconciling with system report on a weekly basis.

Coordination with procurement manager to expedite and prioritize orders, and coordination with site Engineers.

Preparing Gate Passes and Way Bill.

Preparing Power Tools & Equipment Reports.

Well Knowledge of Consumable, Re-Salable and Permanent Materials in Construction Field.

Well knowledge in Formwork, Cup lock System Materials of M/s. PERI, R.M.D., DOKA, MEVA and EXCEL

Receiving Hired and Purchased Scaffolding Materials

Off Hiring the Scaffolding Materials by Way bill to timely follow-ups and returned of those as soon as the approved period is over to concerned suppliers

Re-conciliation of returned material by way bill and return note from the supplier with amount

Quantity control of materials and issuing to the right location.

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|  |  | **ORGANIZATION # 1** |  | **FROM** | **TO** | **EXP in** | **DESIGNATION** |  |
|  |  |  | **Months** |  |
|  |  |  |  |  |  |  |  |
|  |  | AL HABTOOR LIEGHTON | | March | June |  | Asst.Store |  |
|  |  | 51 | Keeper/Store |  |
|  |  | GROUP - ABU DHABI | | 2007 | 2011 |  |
|  |  |  | Clerk. |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | **Job Profile:-** | |  |  |  |
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Company Overview: AL HABTOOR LIEGHTON GROUP is a U.A.E based Construction Company.

Project Overview: Landmark Tower Project (LTP) Abu Dhabi (Client: Department of Presidential Affairs and Consultant is: EC HARRIS)

Duties & Responsibilities:

Document Controlling and Filing Preparing Waybill and Gate Pass

Preparing & Dispatching Invoice to accounts with all documents and signatures of mgt.for the payment.

Assisting Purchase dept. for the R.F.Q and preparing the comparison sheet.

Receiving Materials as per LPO and Stacking the Materials in order to the material codes.

Copy, sort, file, appropriate distribution and maintain records of all official documents.

Maintain master registers of documentations and filing systems including obsolete documents.

Issue transmittal letters and receipts concerning the documents in circulation.

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Educational Qualification:

Computer Skill – Microsoft Word, Excel, Power Point and Microsoft Windows

Higher Secondary School Leaving Certificate (HSSLC) from Department of General Education Government of Kerala.

Secondary School Leaving Certificate (SSLC) from Department of General Education Government of Kerala.

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| **PERSONAL DETAILS:** |  |
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| Date of Birth | : 26 January 1986 |
| Nationality | : Indian |
| Language known | : English, Hindi, Malayalam, Tamil, Arabic |
| Marital Status | : Single |
| Religion | : Christian |

Declaration

I hereby declare that the above mentioned particulars are true and correct to the best of my knowledge and belief.