** CURRICULAM VITAE**

**AKHIL**

[**AKHIL.311759@2freemail.com**](mailto:AKHIL.311759@2freemail.com)

*Profession*: Purchase Assistant or Hospitality Administration

**CAREER OBJECTIVE**

* **I am highly experienced, have worked in huge Oil & Gas of multinational company. I am a good organizer and capable of handling responsibilities Always work hard to achieve my goal and can rapidly learn any new issues.**
* **Position applied for: Procurement** or **Hospitality Administration** position that will suit my qualification, experience.
* **WORK EXPERIENCE IN INDIA**
* *2 Months on the Job Training as trainee -Front office at Silver Crest Resort, Thekkady.*
* *4 Months on the Job Training as trainee-Housekeeping at Highway Garden Cochin.*
* **WORK EXPERIENCE & PROJECTS – IN GULF**
* **From August 2011 to 09/06/2016**
* **ALSA ENGINEERING AND CONST. CO L.L.C ABU-DHABI U.A.E**

**AN ISO, 9001 AND 14001 CERTIFIED COMPANY**

* **Worked as a Purchase Assistant (Head office Base) with 4+ Year Exp**

**MAJOR PROJECTS:**

* **Client: ABUDHABI COMPANY OF ONSHORE OIL OPERATION (**Construction for Replacement of Well Kill Line for OGD (0) & (1) at Bab).
* **Client: ABUDHABI COMPANY OF ONSHORE OIL OPERATION (**EPC for New Additional Manifolds at BAB RDS-2, Additional Manifolds at RDS 4 & 5 and supply & construction of Main Oil Pump Metering Skid).
* **Client: ABUDHABI COMPANY OF ONSHORE OIL OPERATION (**EPC for Bab North 3 New Water Injection Clusters - (Bab Area) No. .
* **Client: DUSUP (**Installation of Filter Facilities on 20" and 36" Gas Pipelines Project - Construction Works) No. DUSUP-.
* **Client: TAKREER (**FLARE GAS RECOVERY PROJECT (FGRP) PHASE -2) Project No.
* **Client: ABUDHABI COMPANY OF ONSHORE OIL OPERATION (**Construction of MPP, MSMs and MPFMs at Bu Hasa RDSs) No.
* **Client: ABUDHABI COMPANY OF ONSHORE OIL OPERATION (**EP for Rumaitha North CO2 Injection Project**)** No.
* **Client: ABUDHABI COMPANY OF ONSHORE OIL OPERATION** (EPC FOR BAB FAR NORTH CO2 INJECTION PILOT PROJECT) No.

**RESPONSIBILITIES:**

* Monitoring Material Request according to Project requirement.
* Visualizing and take necessary action in each requirement.
* Preparing Enquiry different supplier to different subject and preparing of price

comparison.

* Photo-copying, faxing, E-mailing and filing all documents for easy Access

whenever required.

* Organizing and arranging project related document & file in archive.
* Preparing of PO related documents for ready reference.

* Coordinate with all departments for gathering and transmitting required

information and follow-up.

* Entering material related information and filling.
* Perform any other job that may be required from time to time.

**ADDITIONAL SKILLS:**

* Worked as a dedicated team for EPC, detail engineering and / or construction engineering project or several projects, or any specific task.
* Ensures proper registration of Client document, including in-house generated document.

* Controls issuance of document numbers, including maintenance of proper document registers.
* Performs document quality check in accordance to Company engineering document control procedures.
* Provides training and guidance and supervision to subordinates.

**EDUCATIONAL QUALIFICATIONS:**

* Master of Business Administration (MBA) in HR from Madras University in 2010.
* B.Sc. Hotel Management & Tourism (DEGREE) from Annamalai University in 2008.
* Plus Two from Kerala State Board of Examination.
* SSLC from Kerala State Board of Examination.

**COMPUTER SKILLS:**

**M.S Office** (word, excel, power point, & outlook express) Email internet & General Hardware knowledge.

**PERSONAL DETAILS**

Name : **AKHIL**

Age & DOB : 29 yrs., 28/04/1987

Sex : Male

Marital Status : Married

Nationality : Indian

Religion : Hindu

Language Known : English, Hindi, Malayalam

Sr. Document Controller, ALSA Engineering & Construction, Abu Dhabi.

**DECLARATION**

I hereby declare that the details furnished above are true to the best of my knowledge and belief.