**CURRICULAM VITAE**

**SUDARSHAN**

**SUDARSHAN.334511@2freemail.com**

**CAREER OBJECTIVE:**

**To contribute in the field of Timekeeper by using my Skill and knowledge, work hard and climb the leader of success, besides incrementing the value of the organization and also to give 100% in every task which I undertake to accomplish.**

**EDUCATIONAL SUMMARY**

* Intermediate from Anglo Varna culler high school board in west Bengal .India
* Basic Course in computer Application, India
* High School from West Bengal Examination Board Kolkata, India
* WBSC BOARD Kolkata India,

**TOTAL EXPERIENCE: 6 Years 5 Months**

 I Have Completed 6 Years and 5 Months as a total experience in the Administration Time keeper filled and gained a comprehensive experience in execution of Time Keeper Works in Addition to that I have Supported the above with every good Documents Controller and practical Knowledge by Executing Map Project in Dubai and India through establishing very good relation With management and all the parities I dealt with such as consultants’ main contractors and suppliers**.**

**EMPLOYMENT AND EXPERINCE:**

**Working as a “TIME KEEPER” (ADMIN) in Specialized Metal Systems LLC Co** part of **Advanced Industries** **Group**, which is a subsidiary company of M/s.**EMAAR** Industries) **Hamriyah Free zone Sharjah, U.A.E.**

**PROJECT: NAD AL SHIBA RACE COURCE- MEYDAN**

**PROJECT: BURJ KHALIFAH GATE HOUSSE- DUBAI CITY**

**PROJECT: DUBAI SPORTS COMPLEX CITY**

**PROJECT: NATION TOWER - ABUDHABI**

**PROJECT: CLEVELAND CLINIC ABUDHABI**

**PROJECT: HEART OF DOHO & NEW DOHA INTERNATIONAL AIRPORT DOHA CITY QATAR**

**PROJECT: FOURSEASON’S HOTEL MANAMA CITY – BAHRAIN**

**PROJECT: VICEROY HOTEL AND RESORT- PALM JUMEIRAH DUBAI**

Worked as a Timekeeper (Admin) for **Titagarh Wagons Limited Kolkata West Bengal** India from September 2009 to Till Date

**PROJECT**: TWL (Titagarh Wagons Limited Kolkata West Bengal India)

**CUMPUTER PROFIENCY**:

* **Well Versed Microsoft Outlook**
* **Well Versed with MS –Office (Word, excel Power Point)**
* **Having knowledge in ERP Systems**
* **Also having knowledge with PRO work and Communication with VISA processing office as well.**

**MEP project:**

1. **Responsible for the attendance staff and worker , Workmanship and effective execution of the part of the project in accordance with the set timeliness and budget**
2. **Ensure that the project attains/ betters the specified and agreed Standers in Accordance with Company’ Quality Stander procedure.**
3. **Assist the project Manager in delivering the project to specified Quality, on time and within the budget**

**SPECIFIC RESPONSIBILITIES:**

1. **Assist with admin manger and make daily report for top management.**
2. **To deal With Time Office functions like Attendance, Maintaining leave records.**
3. **A dynamic professional with 6 years’ experience in admin and time management in SMS Company.**
4. **Manage daily attendance, leave management and worker team.**
5. **Arrange training and coordinate training program to new employee**
6. **Arrange Safety and EHS meeting on monthly and weekly basis**
7. **Marking Attendance in Software and excel Sheet and send to Sr. Manager on daily basis**
8. **Plan labor requirement based on the construction program and provide requirement to the project manager**

**PRASONAL DETAILS:**

**Date of Birth : 20th November 1985**

**Nationality : Indian**

**Visa Status : Employment**

**Contract period expired : 10 February 2018**

**Visa Expired date : Fabruary10th, 2018**

**Languages known : English, Hindi, Bengali**

**Address in India : Titagarh Purinai Bazar, Kolkata - 700119 (West Bengal)**

**:**

**Total experience : 7. Years**

**Driving License : Valid UAE driving license (613698, Expiry on 03-10-2026)**

Thanking you for consideration