**CURRICULUM VITAE**



**Venkatesh**

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**Career Objective:**

To get to a responsible position and gain good reputation at workplace by making use of my talent and eagerness to learn, so as to be beneficial to the organization I work for, while enhancing my knowledge.

**Academic Qualifications:**

**Diploma Mechanical Engineering,** from Vandayar polytechnic college, Tamil Nadu. Affiliated toDirectorate of Technical Education in the year **2011**

**Technical Skills:**

Platform worked **:** Diploma in product design (Auto cad), Diploma In Computer Application

**Trainings Attended:**

Attended Sea survival, First Aid, Fire fighting training & got passport from ETSDC (UAE) Attended BA & H2S training and got certificate from ETSDC (UAE)

**WORK HISTORY**

**Organization** **: Level one international l.l.c**

**Position** **: Store keeper**

**Duration** **: (Oct 2015 – Till Date)**

**Duties:**

Ensure proper scheduling, recordkeeping, and inventory control

Compile reports on various aspects of changes in production or inventory

Keeping records of items shipped, received, or transferred to another location Find, sort, or move goods between different parts of the business

keeping track of and record all outgoing and incoming shipments and ensure that have been filled correctly

**Organization** **: Al Mas Emirates International Contracting LLC, Abu Dhabi, UAE**

**Project** **: Upper Zakum Artificial Island - National Marine dredging Company, Abu Dhabi, UAE**

**Position** **: Foreman cum Store Co ordinator**

**Duration** **: (Jul 2013 – May 2014)**

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**Duties:**

Monitoring site safety activities and proposing corrective action in accordance with company

and industry standards

Ensuring quality assurance and control of the works

Daily & weekly schedules loaded with manpower and machineries Forwarded Daily Progress Report to the Project Superintendent

Evaluated the material take –off list that ensured material used in coming weeks were available at site

**Organization** **: Al Mas Emirates International Contracting LLC, Abu Dhabi, UAE**

**Project** **: Al Salam Street Tunnel - Samsung JV Saif Bin Darwish, Abu Dhabi, UAE**

**Position** **: Store Keeper**

**Duration** **: (Jun 2012 –Mar 2013)**

**Duties:**

Maintain work site materials such as inventory

Site work co-ordination between working parties & Customer. Handling of Office and Site related documents.

Maintain the manpower time sheets.

**Organization : Sundaram Fasteners (TVS Group), Hosur, India**

**Position** **: Quality Controller**

**Duration** **: (Jun 2011 –Jan 2012)**

**Duties:**

Ensure the Hardness of the products using digital meters (Tappet). Supervision of Tappet manufacturing plant.

Ensure the quality of manufactured products.

**Personal Characteristic:**

* Hard working, enduring long hours under pressure.
* Taking tasks and completion on time.
* Reliable and flexible.
* Self-starter and quick learner.

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**Personal Profile:**

Age : 24

D.O.B : 10.10.1992

Nationality : Indian

Languages known : Tamil, English, Hindi & Malayalam

Marital Status : Single

I here by declare that all the details provided by me are true to my knowledge and i promise you that if i am placed at your concern i will do my jobs to the best satisfaction.