Dersan

Dersan.367128@2freemail.com

**OBJECTIVE**

To work in a challenging and stimulating environment with opportunity to use my current experience and enrich my knowledge and enhance my experience. To contribute towards the achievement of organizational objectives by applying my professional skills.

Currently looking for a suitable position as a professional where experience will be further developed and utilized and seeking greater responsibilities to develop both personally and professionally.

**PROFILE**

Dedicated and industrious professional with over 5 years’ experience in Cost Engineering as well as HR & Admin field.

**SKILLS**

* Excellent verbal and communication skills
* Quick learner of new skills and knowledge
* Good interpersonal skills
* Cost reporting and forecasting
* Trend and variance analysis
* HR & Admin procedures

**IT SKILLS**

* PROJMON
* TIMESHEET
* Microsoft Excel
* MS Office packages

**WORK EXPERIENCE SUMMARY**

***Consolidated Contractors Company - Oman LLC Ltd., Muscat, Oman***

***Project: - Rabab Harweel On-Plot (RHOP) (Petroleum Development Oman PDO – project)***

***Period: - February 2015 - present***

**Costing Assistant (Cost Control)**

* Preparation of project savings and over-runs.
* Preparation of weekly productivity reports based on man-hours and quantities.
* Preparation of cumulative project man-hours based on the weekly man-hours.
* Segregation of man-hours based on the task.
* Cost trend analysis.
* Assisting the Project Engineer in preparing monthly cost reports and various cost related activities.
* Updation of project progress status in PROJMON.
* Monitoring of timesheets for cost codes and allocation of cost codes to newly arrived employees and updating related data.
* Preparation of graphs and reports based on the project progress and expenditure.
* Monitoring and updating the records related to various invoices and debit notes.

***Wood Group-CCC Limited, Muscat, Oman (Petroleum Development Oman PDO – project)***

***Period: - December 2011 - February 2015***

**Computer Operator (HR & Admin)**

* Managing the payroll software and updating the database including man-hours of employees in the project.
* Initiating payments for the employees based on their contracts.
* Tracking of overtime man-hours of employees.
* Preparation of leave/final settlements and leave updation of employees.
* Preparation of man-hours and manpower reports.
* Performing general administrative tasks.

***Kerala State Council for Science, Technology & Environment***

***Period: - December 2010 - December 2011***

**Project Assistant**

* Assisting the Joint Director in the various engineering and technology programmes funded and sponsored by the Council such as Rural Technology Programme (RTP), Engineering Technology Programme (RTP) and Science Popularization Programme.
* Attending review meetings and preparation of progress reports and minutes of the engineering and technology programmes
* Updating and maintaining records of the on-going engineering and technology programmes.

***LBS Centre for Science and Technology, Kerala***

***Period: - April 2006 - April 2007***

**Hardware and networking trainee**

* Configuring and maintaining computer networks inside the organization including server administration.
* Troubleshooting of computer networks and hardware.

**ACADEMIC QUALIFICATIONS**

* Bachelor of Technology (B.Tech) in Electronics and Communication Engineering from Cochin University of Science and Technology, Kerala, India.
* Diploma in Electronics and Communication Engineering from Board of Technical Education, Kerala, India.

**OTHER QUALIFICATIONS**

* One year Diploma in Computer Hardware and Networking from Centre for Development of Imaging Technology (C-DiT), Kerala, India.

**INTERESTS**

* Music
* Sports
* Nature

**DECLARATION**

 I do hereby declare that the statements made above are true to the best of my knowledge and belief.