**CURRICULAM VITAE**

**SUNIL**

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**OBJECTIIVE**

To be associated with an organization that gives scope to apply my knowledge and skills, and to be a part of a team which is resourceful and innovative that works towards the growth of the organization.

Present Location : **Dubai (on Visit visa- valid up to 19th July 2017)**

Designation : Project Administrator

Educational Qualifications : B.Com (Cooperation main) from Calicut University, Kerala-State

Computer Skills : Total MS Office package

Summary of Experience : I have 25+ years of experience (including 15 years 9 months in Gulf and 10 years in India) in Construction and Project Management of EPC projects related to Oil, Gas, Petrochemical, Consumer products, Office Automation and Electronic Industries

**Professional Experience:**

***November 2005 –October 2016* Al Hassan Engineering Company SAOG, Muscat, Oman- (Project Coordinator)**

* Worked with Al Hassan Engineering Co. SAOG, an EPC company with a strong track record in key business sectors of Oil & Gas, Petrochemicals and Refineries, Power Generation, Transmission and Distribution; Pipeline, Civil Construction and Waste Water Treatment projects. Reporting to Head-Design/Engineering as Project Administrator.
* Worked with Hanover International Company USA (**Exteeran Middle East LLC**) International leader in Oil & Gas production equipment, natural gas compression, produced water treatment solutions and gas processing and treating, based in Houston, Texas (Main Contractor of Al Hassan Engineering Co.,).
* **Projects Handled**
  + **Shams Gas Plant Project for Exteeran USA**
  + **Salalah Methanol Project for GE Engineering, Korea**
  + **Nimr-C Water Injection Project for PDO**
  + **Kauther Depletion Compression Project for Petrofac**
  + **Zauliyah Gas Compression Project for PDO**
  + **Zauliyah Gas Plant Project for PDO**
  + **Rabab Harweel Gas based Power Project (RHPP)**

***Job Responsibilities***

* + All Project co-ordination activities between HO and site.
  + Assist the PM in the drafting and issuance of Project Proposals, RFP’s, Tenders, Budgets etc.
  + Chair site meetings and distribute minutes to all Project team members
  + Issue contracts, Letters of Intent, Purchase orders etc.
  + To assist the PM in the review of Contractor Quotations to ensure that only fair and reasonable pricing is quoted or not.
  + To co-ordinate with vendors/suppliers for early dispatch of equipments/materials at site.
  + Interaction with clients for payments and other project related issues
  + To Assist the processing of supplier payments
  + Preparation of Monthly and weekly reports
  + To prepare monthly time sheets of site based employees/Head Office
  + To prepare the monthly time sheets of hired plant/equipments
  + Assist to Site personal for visa cancellation, visa renewal follow ups.
  + Coordinating with HR Team members to ensure quality and timely delivery of HR services to the employees.
  + To arrange the HSE training to AHEC personnel and vendor personnel.
  + To facilitate availability of all latest drawings and documents for the construction Team at Oman by maintaining International computer links between the AHEC, Oman and various Design companies through PM+ document control system.
  + Monitoring Engineering & Design progress with respect to base document Control Schedule (DCS)
  + Check at the receipt of all documents from Vendors and upload to the PM+ software and send summary reports of new uploaded documents to all concerned Design departments.
  + Periodical issue of drawing/document revision index to all departments.
  + To send and maintain tender, Contractual, technical documents, standards and specifications.
  + Editing and Plotting the AutoCAD drawings
  + Control and Coordination of equipment and Field Test Reports
  + Final As built document preparation and submission to the client
  + Computer presentation of projects achievements, critical points and objectives etc.
  + Maintain RFQ Index for its status on issue to vendors, receipt of offers and issue to concerned departments, receipt of their comments and forwarding date to Vendors till order finalization.

***Previous Employments***

***December 2003 to October 2005****-****Hindustan Sanitary Wares Limited, Kerala (Bathroom Fittings Division) as Sales Executive*.**

* Generating Business Leads
* To prepare quotations, Invoices and Purchase orders
* Provide product training to Dealer personnel/ Building Contractors/Government departments.
* Attending the trade exhibitions, conference and meetings
* Conduct business meetings
* To achieve monthly and annual targets
* Negotiating the contracts and packages

***July 2002 to November 20003- M/s. Quantum International Limited, Trivandrum, Kerala-State***

* Branch in charge (Delhi based Multinational Marketing Company looking after the day to day work of the branch office.
* To maintain the stocks of branch office
* To verify the stocks of Consignee Agents/Payments
* To report on results and to advise in Sales strategy, objectives and Productivity.
* Preparing and submitting several status reports, high lighting the trends and general areas of concern to Management Team
* Product training to Customers/Consignee Agents

***December 1998 to July 2002****-* ***M/s. Al Hassan Trading & Contracting Co. LLC, Muscat, Sultanate of Oman- Executive (Administration)***

* **Al-Hassan Engineering Company an ISO 9001-2000** accredited Company providing quality products and services in all disciplines with special thrust on oil and gas, power and Water Sectors.
  + ***Job Responsibilities’***
  + Coordination between various sites, HO and Internal & departments
  + Purchase related queries and preparation of purchase orders to suppliers/Venders
  + To coordinate with AHEC for early payments to Suppliers and Vendors
  + All site co-ordination activities
  + Managing Clerical or other administrative staff
  + Organizing, Arranging and coordinating meetings
  + To keep the company’s filling system in order
  + Creating and implementing new administration systems
  + Organizing and chairing staff meeting

***September 1997 to October 1998- RPG Enterprises Ltd, New Delhi (Office Automation Division)-Sales Coordinator (Reported to Regional Manager (North/Country Sales Manager)***

* ***Job Responsibilities***
* To coordinate with sales team by managing schedules, filing important documents and communicating relevant information.
* Ensure the adequacy of sales related equipment or material
* To respond the complaints from customers/agents and give after sales support when requested.
* Inform to the agents of unforeseen delays and problems.
* Monitoring of team progress, identify shortcomings and propose for improvements.
* To assist in the preparation and organizing of promotional material or events.
* To handle the H.P Cases/Transfer cases
* Training to Dealer and independent Dealer sales personnel.
* Processing of Staff timesheets
* Dealing with and responding to high volumes of emails
* Reporting the monthly sales results to the sales team
* Processing invoices for all sales transactions
* Checking prices and contracts are up to date
* All the administrative supports to Country Sales Manager/Regional Manager

***September 1991to August 1997-HCL InfoTech Limited (HCL Group****)* ***Noida, U.P. (Office Automation Equipment Manufacturer) Sr. Sales Administrator (Reported to Deputy General Manager, Dealer Sales)***

* ***Job responsibilities***
* Processing of invoices for all sales transactions
* Day to day correspondences to internal departments/customers and Dealers
* Checking the prices and contracts are up to date.
* Reporting the monthly sales results to the Sales team/Processing of Staff time sheets
* Communicating internally important feedback from Customers/Agents.
* To support to the Sales force with general operations to help reach the teams objectives.
* Sales related complaints of customers/Dealers

## *PERSONAL DETAILS: -*

Date of Birth : 23.03.1965

Sex : Male

Marital Status : Married

Nationality : Indian

Language Known : English, Hindi & Malayalam &Tamil

I am very committed in whatever I undertake. I believe that perseverance along with casual and friendly approach will help us attain our goals. In a group work, I quickly adapt myself to the requirements. I am sincere, punctual and detest procrastination. ‘Keep Smiling’ is my philosophy and so I make the working environment a pleasant one. At times of failure I believe in ‘Efforts might fail, but never fail to make efforts’.

I, Sunil Kumar do hereby confirm that the information given above is true to the best of my knowledge.

**Date : 30.04.2017**

**Place : Dubai** **(SUNIL)**