## CURRICULUM VITAE

**Raees**

Email: - raees.376732@2freemail.com Bur Dubai, Dubai

Cell No. C/o 971505891826

**Career Objective:**

To work with an organization that puts me on a continuous learning curve, enables me to enhance my skill sets and helps me in my all-round development

**Educational Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Examination  | Discipline/Specialization | School/college | Year of Passing | %age |
| Master of Business Administration – Human Resources | Human Resources Management | ICFAI Mumbai | 2015-Present | Pursuing |
| Bachelor of Science | Computer Science | Sri Krishna Arts & Science College, Coimbatore | 2013 | 78% |
| H.S.C | Science | Govt. Higher Secondary School, East hill, Calicut | 2010 | 80% |
| S. S.C | S.S.C | St. Josephs Boys Higher Secondary School, Calicut | 2008 | 85% |

**Educational/Professional Achievements:**

* Received **British Safety Council’s 5 Star Rating** on maintaining international safety standards in Construction of Omkar Worli Sales Project, Mumbai
* Conducted Dengue awareness and executed a preventive medicine distribution camp at site level for more than 1000 workmen
* Received appreciation from client for maintaining standards in housekeeping throughout workmen camps and office premises
* Attended a three-day symposium on Robotics at Valiyammai engineering college, Chennai
* Organized multiple inter-departmental events at Sri Krishna Arts & Science College, Coimbatore
* Attended a one day training on Taxation in L&T Regional office, Mumbai
* Attended a one day training on Quality management system in L&T Powai house

**Professional Experience: (3 years 7 months)**

**Larsen & Toubro Limited, Construction |** **Administration In-charge** | **May 2013 – Jan 2017**

**Key Projects:**

**Wadhwa: The Address, Ghatkopar (Mumbai) - (Client –Wadhwa Group)**

**Job Profile: - *Administration Supervisor (May’2013 – Nov’2013)***

**Key responsibilities:**

* Preparation of Attendance Summary
* Maintaining Time keeping for around 1200 construction workmen
* Preparation of daily and monthly Labor reports and verifying them against their bills
* Regular monitoring and reporting critical work activities as per project requirement
* Maintaining good relationship with workmen and sub-contractors

**Precast Factory & Steel Service Center, Khopoli, Raigad**

**Job Profile: - *Accounts and Administration In-charge (Nov’2013 – Aug’2014)***

**Key responsibilities:**

* Supervision of all accounts and administration related activities
* Payroll Management of 55 direct workmen (regular supply) and 60 sub-contractor workmen
* Checking all sub-contractor bills and giving clearance for payments
* Preparation and certification of statutory compliance documents like Provident Funds
* Maintaining communication with various project sites in accordance with procuring requirements
* Resolving several local issues with public and authorities and creating a good work environment

**Omkar 1973 – Premium Residential Towers, Worli, Mumbai (High Rise +250mtr) (Client-ORDPL)**

**Job Profile: - *Administration – In charge (Aug’2014 – Jan’2017)***

**Key responsibilities:**

* Administration In-charge at Elite Residential Construction Project (3 towers, 3+78 levels)
* Responsible for all workforce related activities including time-keeping and payroll management
* Preparation of Labour/Staff Cost Estimates for the project
* Responsible for Workmen Screening and skill training
* Regulating and supplying manpower as per work demand/management requirement
* Preparation and certification all statutory compliance documents
* Responsible for employee welfare management including accommodation and conveyance
* Maintaining good relations with local authorities and public and creating a good work environment
* Implementing measures for cost reduction in terms of manpower and overheads reduction without effecting work quantum

**Personal Profile:**

Name : Raees

Sex : Male

Marital Status : Single

Nationality : Indian

Hobbies : Exploring new destinations, Foodie and Swimming

Date of Birth : 07.02.1993

**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place:** Dubai (Raees**)**