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| **PRADEEP**  C:\Users\Microsoft\Desktop\2758 copy.jpg  **Personal Data**  Date of Birth:03/03/1980  Age : 38  Sex : Male  Nationality : Indian  Marital Status: Married  **Mob : C/o 0503718643**  **E-Mail**:  [Pradeep.378809@2freemail.com](mailto:Pradeep.378809@2freemail.com)  Qatar Driving Licence  **Languages Known:**   * **English** * **Hindi** * **Malayalam** * **Tamil**   . | **CURRICULAM VITAE**  **Carrier Objective**    To work in an innovative, exiting company as Procurement Managerwhere my dynamic, dedicated and innovative qualities can be utilized for the mutual benefit.  **Summary**   * Bachelors Electronics degree from Kerala University * A well versed with MS Office * Familiar with food and Nonfood products   **Experience**  **SAFFRON& ABSHERON,HOTEL, RESTAURANT GROUP, AZERBAIJAN**  **Position - Purchasing Manager**  **Period - From December 2014 to Present**  **Hotel Chains-7 Hotels including Four-season &JW Marriot**  **Restaurants- 15 restaurants, different type cuisines**  **Duties & Responsibilities**  Research and development of new products and services for the Hotel& Restaurants. Establish contracts to ensure reduced pricing for all operating areas of the Hotel.  Implement purchasing policies, systems and procedures in accordance with Company policies.  Operate in compliance with all Local and Federal laws and government regulations.  Interact professionally with individuals outside the hotel, such as suppliers, contractors and competitors.  Negotiate food prices, place daily orders based on requirements, and ensure prompt delivery as requested.  Generate purchase orders on approved requisitions prior to placing orders.  Place orders as required.  Ensure sufficient operating supplies are in stock, and coordinate orders with each department.  Continuous monitoring of products to ensure product quality, and or proper weight and amount.  Maintain up to date summary of current prices on food, beverage and inventory stock.  Took an active part in the preparation and opening of the hotel.  **TRIVALLEY LIGMETS**  **QATAR**  **Position - Logistic Manager**  **Period - From January2011 to December 2013**  **Project - Pearl Qatar project**  **A- Deliveries and Welfare:**  1- Delivery of Material to site in coordination with the procurement team (Diesel, water, construction material, etc.).  2- Transfer of Material from site to site in coordination with main stores and related store keepers.  3- Coordinating with each project manager and planning the removal of sewage, skips and waste in a mannerly way to avoid any environmental penalties that may arise from any misuse.  4- Managing the housekeeping team on each project with direct coordination with the HSE department  5- Providing the planning department with monthly consumption reports of diesel, water, skips, sewage, etc. which would be discussed on our monthly management team meeting with the General Manager.  6- Coordinating closely with HSE team to provide the necessary for the installation of edge protection, netting, etc.  **B- Maintenance:**  1- Providing all sites with power and maintaining each of them accordingly.  2- Providing and maintaining all temporary lighting available in each building as well as on roof tops and tower cranes for aviation warning lights as per main developer’s requirements.  3- Maintaining all sewage tanks, waste skips as well water dispensers.  4- Providing and maintaining fences of each project which is around 4,000 linear meters.  5- Maintenance of all site offices which includes air conditioners, wash rooms, movable partitions, etc.  **C- Transport and Security:**  1- Planning and coordinating with each of the sites the transport of 3,500 labors working as direct labor with the company from their accommodation to site and back. This includes 50 buses and 16 mini buses for staff.  2- Providing 24 hours security for all sites as well as labor camps.  3- Managing access passes to and out of the site (The Pearl) for all visitors, suppliers, subcontractors, etc. as per main developer’s requirements.  **D- Miscellaneous:**  1- Managing equipment necessary to every site. In close coordination with each project manager, our team’s duty is to provide the required equipment to site and make sure to have it off hired and back to our main yard as per our cost plan.  2- Making sure that all registrations, insurances, and TUV certificates are all updated. Any mechanical defects found would be sent to the workshop for the necessary maintenance.  3- Managing non motorized plant and formwork and scaffolding in close coordination with each project manager. After being properly cleaned, scaffold and formwork are maintained, stored and coded in our yard and shifted to any site where needed.  4- Supervising backfill and excavation for tower cranes footings etc  **AL ARRAB CONTRACTING &TRADING**  **QATAR**  **Position - Plant & Equipment Coordinator**  **Period - From march 2010 -2011 December**  **Project - Pearl Qatar project**  **Job Responsibilities**   * Supervising various production shift schedules. * Hand-picked and trained personnel/staffs to handle supervisory and administrative duties and responsibilities. * Handled staffs/personnel evaluation and reviewed of performances. * Organized a clear timely meetings and conferences. * Supervised and maintained quality control plant procedures * Carried on other duties as assigned. * Support in the logistic areas of supply, Logistics, transportation, maintenance and services. * Trouble shoots problem areas in logistics and coordinates problem resolution and recommends solutions to customer. * Presented blue prints of new plant infrastructures like underground line and cables. * Selected equipments and routing lines necessary for work assignments. * Analyzed traffic lines to ensure proper flow of functions. * Maintained reports on the cost and estimates of new equipment, materials,andlabour. * Worked closely on routing to determine problems and came up with possible solutions. * Assigned tasks to other plant engineers to balance work specifications.  |  | | --- | | * Monitoring the maintenance schedule of plant and machineries. | | * Ensure control over maintenance of plant and machineries and utilization of all equipment. | | * Coordination with project in-charges for the deployment of construction plant and machineries. | | * Selection of construction plant and machineries. | | * Establishing and monitoring of inventory control of spare parts. | | * Implementation of company policies and procedures in plant department. | | * Organizing the training of plant operator | | * Participation in management meeting. | | * Preparation and maintenance of Equipment Database | | * . Preparation of disposal list of equipment | | * Training and development of his personnel. | | * . Implementation and monitoring of Quality, Safety & Environmental Management requirements |   **Al HAMAD CONSTRUCTION COMPANY W.L.L**  **Manama, Kingdom of Bahrain.**  **Period - From September 2007- March 2010**  **Position - Transport & Equipment Incharge/Plant Coordinator**  **(a) Project - Villamar@harbour**  Villamar @ harbour which is located on sea front site with in Bahrain Financial District Manama. The site is trapezoidal in shape. The total site area is 35,900 M2 and total built area is of 245,643 M2 which consists of 50 storied three twisted Towers, 23 Sky villas, 18 terrace villas 81 life style apartments and Podium.  Project managers - K.E.O  Client - Gulf Holding Company  Consultant - CowiAlmoayed Gulf  Estimated cost of this project is 140 million Bahrain dinars.  **Job Responsibilities**   * Received inbound calls * Received email from clients * Submitted documents and letters, * Handling customer accounts until they were taken care of working in word Excel * Producing daily reports * Verifying & arranging the machinery,Equipment& Transport required for the site * Inspecting whether it complies with the legal requirements * Coordinate for in house & out house equipments& machines * Preparation of daily reports to construction manager/project manager * Preparation of log book / time cards * Coordinating and negotiating with suppliers. * Entered and submitted vehicle titles,licencses and registrations * Proficiency with MS office software applications * Support in the logistic areas of supply, Logistics, transportation, maintenance, and services. * Trouble shoots problem areas in logistics and coordinates problem resolution and recommends solutions to customer.   **TRIVENY ENGG (sub contractor Jindal Steel Plant)**  **Bellary, karnadaka,India**  **Period - From March 2004 to July 2007.**  **Position - Logistics Co-ordinator**  **Projects Handled.**   * Erection work in Jindal steel plant * Gas pipe line work in Jindal steel plant   **Job Responsibilities**   * Preparing the Time sheets, * Prepared for reports on issues, billing paper work,billingdue dates etc * Researched and resolved invoice disputes, issuing debits and credits as required. * Interacted with client and internal accounting staff to proactively settle complaints.   **MANJOORANS GROUP OF INSTITUTE,**  **KOTTAYAM, KERALA, INDIA**  THIS IS THE LARGEST TRAINING INSTITUTE FOR IELTS,TOFEL,CGFNS  **Period - 2001 to 2003**  **Position -Administrative officer/Bussiness support officer**  **Role Handled.**   * Received inbound calls * Received email from clients * Submitted documents and letters, * Handling customer accounts until they were taken care of working in word Excel * Producing daily reports   **Education**   * Bachelors Electronics degree from Kerala University * Postgraduate diploma in computer application * Ms office   **Skills And Abilities**  Curriculum Activities : Football, cricket, Traveling, Reading,  and Listening Music  Pen Picture : Trained to work within tight period Confident  to achieve targets Possess leadership  qualities.  **Passport Information**  Issue Date : 28/2/2012  Expiry Date : 27/2/2022  **Computer Proficiency**  **C**lient Operating Systems: Windows 98/2000 Professional/XP  Application Packages: MS Word, Excel, Power Point,  **Handling of Office Equipment**  Have excellent knowledge in operation of Internet, Email, Telex, Fax, Photocopying machine, Document Binder, Document Scanner, etc.  **Declaration:**  I hereby declare that all the statement made in this application are true and correct in the best of my knowledge and belief.  Date: Signature |