 **RAJA**

**Email:** [**raja-384421@2freemail.com**](mailto:raja-384421@2freemail.com)

**Holding a Valid UAE Driving License**

**Career Objective:**

To attain a challenging and progressive career in an organization where the combination of my knowledge, my hardworking capacity, innovative and creative thinking will aid to achieve the company’s goals and my growth.

**Educational Qualification:**

Diploma in Engineering, Electrical &Electronics from KNSK Polytechnic College, Nagercoil, Tamilnadu.

**TECHNICAL SKILLS:**

MS Office, Visacc Software

**WORK EXPERIENCE:**

**Designation** : Purchase Engineer

**Period** : Feb 2018 to Oct 2018

**Job Description:**

* Verifies purchase requisitions by comparing items requested to master list, clarifying unclear items recommending alternatives.
* Forward available inventory items by verifying stock, scheduling delivery.
* Prepares purchase order by verifying specifications and price, obtaining recommendations from suppliers for substitute items, obtaining approval from requisitioning department.
* Obtaining purchased items by forwarding orders to suppliers, monitoring and expediting orders.
* Verifies receipt of items by comparing items received to items ordered, resolves shipments in error with suppliers.
* Authorized payment for purchasing by forwarding receiving documentation.
* Accomplishes purchasing and organization mission by completing related results as needed.

**Organization** : CABINS AND SHADES FZC-SHARJAH UAE

**Designation** : Factory in Charge /Purchase & Store in-Charge/Site Engineer.

**Period** : Feb 2011 to Dec 2017

**Experience** : 6 Years+10 Months.

**Job Description:**

**Factory in Charge: (September 2015-December 2017)**

* Managing and improving production processes to enhance product quality and maximize efficiency.
* Identifying problems or bottlenecks in the production processes.
* Directly supervising hourly production.
* Tracking staff absenteeism and time-keeping.
* Ensuring the safest working environment possible for staff.
* Planning, assigning, and directing production work.
* Appraising staff performance.
* Rewarding or disciplining employees.
* Periodically carrying out office work.
* Addressing employee complaints and resolving any problems.
* Actively working to eliminate hazards that may cause injury.
* Organizing and prioritizing production needs.
* Carrying out accident investigations.
* Making sure that paperwork is in place for audits.

**Purchase & Store In-Charge: (March 2012-August 2015)**

* Verifies purchase requisitions by comparing items requested to master list, clarifying unclear items recommending alternatives.
* Forward available inventory items by verifying stock, scheduling delivery.
* Prepares purchase order by verifying specifications and price, obtaining recommendations from suppliers for substitute items, obtaining approval from requisitioning department.
* Obtaining purchased items by forwarding orders to suppliers, monitoring and expediting orders.
* Verifies receipt of items by comparing items received to items ordered, resolves shipments in error with suppliers.
* Authorized payment for purchasing by forwarding receiving documentation.
* Accomplishes purchasing and organization mission by completing related results as needed.
* In charge for issue, receipts, documentation, warehousing, inventory, stocking and making computerized entries for the related items. Maintain inward and outward on daily basis.
* Take stock on monthly basis and reconcile the same. Inform the office about new stock.
* Keep track of physical stock and tally with computer records.
* Receive materials take care of demurrages in Transit damages and taking preventive measures for the safety of stocked goods.
* Handle all materials like timber plywood, MEP materials and other building materials used in construction industry.
* Placing indents on supplies/Purchase Department for timely availability of material LPO.
* Physical management and proper upkeep of stock materials stores.
* Ensure proper documentation and process discipline among team.
* Generate daily-monthly stock reports as requested by the management.
* Plan for upcoming goods, preventive measures and stock control.

**Site Engineer :( February 2011-March 2012)**

* Accomplishes construction project results by defining project purpose and scope, calculating resources required, establishing standards and protocols, allocating resources, scheduling and coordinating staff and subcontractors, evaluating milestone assumptions and conclusions, resolving design problems, evaluating and implementing change orders.
* Approves construction projects by conducting inspections at critical phases, obtaining approvals from buyers.
* Make suggestions and recommendations for repair
* Schedule delivery of needed materials and labor requests.
* Trouble-shoot and identify construction problems offer timely and safe solutions.
* Ensure project proceeds in a timely manner.
* Manage tools and materials inventory for each project. Ensure unused materials are accounted for and reported to the Director of construction.
* Complete necessary reports and meet at least weekly with construction Director to discuss construction progress.

**Organization :** GIS protection & control (pvt) ltd

**Designation** : Testing Engineer.

**Period** : June 2008 to January 2011.

**Experience** : 2 Years +7 months

**Job Description:**

* **Testing Engineer.**

1. Testing of 11KV of RMU panel with CT & PT testing, relay, breaker, bus bars.

* **CLIENT: KERALA STATE ELECTRICITY BOARD.**

1. Testing of SIEMENS make line protection relay, auxiliary relay, equipment of current transformer, capacitive voltage transformer, breaker and panels of ACDB, MSB and ELDB 132KV/11KV switchyard substation.

* **CLIENT: DALMIYA CEMENTS –AP**

1. Testing of ABB makes line protection relay, equipment of current transformer, voltage transformer and panels of control and relay panel, isolator and breaker 33KV/11KV/3.3KV.

**Key Strengths:**

* Highly Motivated
* Excellent Leadership skill
* Excellent Communication
* Self-Confident
* Patience and Flexible
* Cross Functional, Analytical and Problem-solving abilities
* Excellent Knowledge in Product and Policies.

**PERSONAL PROFILE:**

Date of Birth : 25.09.1989

Nationality : Indian

Gender : Male

Languages Known : English, Hindi, Tamil & Malayalam.