**Milan**

**Email:** **Milan.388261@2freemail.com**

**PROFESSIONAL MOTIVE:** To be a true engineer who creates useful and economical inventions to make day to day human life easier with genuine concern towards nature. Being an engineer, I wish to seek a responsible and challenging career in an organization where my ability and ideas can be well utilized.

**PROFESSIONAL OVERVIEW AND EXPERTISE:**

**GENERAL / SALES / DOCUMENTATION**

* Expert computer knowledge in Microsoft Office (**60** words per minute typing in Word) software and hardware.
* Basic knowledge in computer languages such as C, C++ (**100+** programs done).
* Experience in documentation (Sales documentations on an average of **50** per day).
* Sales and documentation in Royal Enfield Motorcycles Pvt Ltd (Avg **100 units/month**).
* Tutor in engineering subjects (**50+** students,**1** full module a day).

**CIVIL CONSTRUCTIONS**

* Designing and planning of projects (**2** main house building projects done of **2000 ft2**).
* Purchase and logistics of construction equipments, PVC requirements, pipes and fittings, sanitary supplies in previously worked construction firm
(Transaction of **1,20,000AED /project**).
* Construction Supervision and coordination for **4 years**.
* Labor management; prompt and trustful labor supplies (Average of **20 people** per day).
* Raw material supplies.
* Inventory and record management at worksites.(Multiple sites handles simultaneously)
* Project approval and government level document handling works.

**SAFETY OFFICER**

* Worked as safety officer in a construction firm for **3 years** (Multiple house projects).
* Successful in achieving site risk to acceptable level category, minimal non conformities and accident counts, minimal improvement notices and zero accidents & prohibition notices till date.
* Do daily toolbox talks, monthly motivation and safety awareness sections.
* Periodic updation of site safety for legal compliance.
* Do risk assessments, permit to work (PTW), safety inspections and monitoring.
* Ensure fire and safety equipment fitness, safe work environment to minimize hazards.
* Ensure proper and prompt usage of personal protective equipments.
* Ensure scaffold safety, ladder safety.
* Basic site electrical and in-house transport safety.

**CUSTOMER RELATIONS**

* Client meetings (Handling of over **100+** customers).
* Periodic updation of work status to clients through personal intimation and valid emails with photographs.
* Updation of expenses and receipt presentation to clients in certain intervals.
* Completion and key handing over ceremony.
* Customer feedback and satisfaction programmes.

**ACADEMICS:**

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| **Level-3** International General Certificate in Occupational Health and Safety by National Examination Board for Occupational Safety and Health-U.K.(**NEBOSH-IGC**) | **Nov 2018** |
| **Level-2** Certificate in Managing Safely by Institution of Occupational Safety and Health (**IOSH**) | **Nov 2018** |
| **Level-2** Certificate in **First Aid** by Highfield Awarding Body for Compliance (**HABC**) | **Nov 2018** |
| Bachelor of Technology in Computer Science and Engineering (**B.Tech**) with **6.02 CGPA** | **May 2014** |
| All India Senior School Leaving Certificate Examination (**C.B.S.E.-12th Grade**) with **72% marks** | **April 2010** |
| All India Secondary School Leaving Examination (**C.B.S.E.-10th Grade**) with **91% marks** | **April 2008** |

**PERSONAL INFORMATION:**

Nationality: Indian

Languages known: English, Hindi, Malayalam, Tamil