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| **PRASANTH** **Email:** **prasanth.390080@2freemail.com** |  |

**CAREER OBJECTIVE**

To be an authority in my area of specialization and to contribute to the growth of an organization with my skills and experience and to update myself in accordance with the latest trends by quick and continuous learning.

**WORK EXPERIENCE**

Designation : **Production Assistant**

**Key Responsibilities:**

* Preparation of BOQ and making Purchase Request as per the approved drawing.
* Preparation of the Production Daily progress report and Analysis Report.
* Preparation of Cutting plan and distributing the drawing to the foreman and Machine Operators.
* Explain in detail about the proceedings and planning of the project to the foreman and technicians.
* Utilization of manpower considering the quality, quantity and deadlines.
* Follow up with the production in the workshop and maintenance of the machineries as per standards.
* Control of Incoming Material and Stock List with regular update of the utilization of Material for Production.
* Provided proactive and efficient support in ensuring the smooth completion of projects through effective manpower planning, resource deployment and conformance of quality requirement.
* Interacting with client and identifying the requirements and simultaneously achieving the targets.
* Well versed in document control, preparing reports and updating in regular basis.
* Always ensure Safety in every operation thereby no fatal or major accident encountered.
* Follow-up of the project until the finished product is delivered to the client.
* Preparing invoice request and all the documents related to invoice based on client Purchase Order.
* Following up of payments from the client. .

**ADDED SKILLS:**

Knowledge of FOCUS software (ERP SOLUTION SOFTWARE)

Knowledge in CNC Programming of Profile Sections and Steel Plates

**ADDED RESPONSINILTY**

Preparation of clearing documents for Freezone Customs Export/ Import.

**Notable Projects Handled**

* Fabrication of Circular Platform – Tayseer Early Development Facilities (PDO)

Client: Exterran Energy FZE (120 Tons)

* Fabrication of Structural Steel – Zubair Permanent Power Project – IRAQ

Client: GE Middle East (621 Tons)

* Fabrication of Structural Steel – Zubair Permanent Power Project – IRAQ

Client: Shams Al Sabah (510 Tons)

* Waller Beams & Pipe Struts – Route 2020 Expo Link Metro Rail Project

Client: Acciona (1945 Tons)

* Pipe Conveyor System for Yanbu: Client: TKF (1950 Tons)
* Fabrication of Base Beam, Support Tower, False Segment, Repartition Beam

Client: Salini Impregilo, Aus(800 Tons)

**PERFECT INDUSTRIES L.L.C., DUBAI (2008 – 2011)**

Designation : **Administration Assistant/ Front Office Executive (2008 – 2011)**

**Key Responsibilities:**

* Updating Employee Details, managing the Vacation Period of the employees, played a vital role as a bridge between the employees and the management.

 Identifying the customers’ various requirements and collecting the relevant details

 and passing the enquiries to Sales Department.

 To assist the Sales Department to achieve the assigned sales targets by effective

 handling of the assigned responsibilities by the Management.

 To co-ordinate with the Production Department for the prompt completion of

 projects.

 To co-ordinate with the Accounts Department in Payment Follow-ups.

 To assist the Sales Department by preparing Tender & Sub Contract agreements,

 BOQs, Cost Estimates and Quotations.

**Sutherland Global Services, INDIA (2007 – 2008)**

Designation : **Customer Support Executive**

**Key Responsibilities:**

* Providing Post-Sale Support to various customers through online.
* Carrying out various trouble shooting activities through online to provide the

 customers 100% satisfaction.

**APEX Data Conversion Pvt. Ltd., INDIA (2006 – 2007)**

Designation : **Member – Quality Control Group**

**Key Responsibilities:**

* Data Conversion [PDF to text HTML XML tagging]

**EDUCATION**

* **Bachelor of Mathematics** from University of Madras, India – COURSE COMPLETED
* **Higher Secondary –** Biology and Mathematics, India
* **Diploma in NIIT** from NIIT, India

**PROFESSIONAL STRENGTHS**

* A positive rapport with team members as well as with clients.
* Earn clients’ trust by consistently proving that their needs are paramount.
* Patience, determination and persistence to trouble shoot client issues and ensure 100% satisfaction.

**COMPUTER PROFICIENCY**

* Well versed with the operations in **MS Word, Excel and Power Point.**
* Well versed in C++ & SQL.
* Also an ardent user of Internet.

**PERSONAL DETAILS**

**Date of Birth** 27th May 1984

**Gender** Male

**Nationality** Indian

**Marital Status** Married

**Languages Known** English, Malayalam, Tamil & Hindi