**CURRICULUM VITAE**

KIRAN

**Career Objective**

Aim to be associated with a good organization that gives me scope to update my knowledge and skill in accordance with the latest trends and to put best efforts in pursuance of the education’s goals and aspirations through hard

Work Experience:

**INDIA**

**Organization : Vajra Harithanirman Pvt. Ltd. Vishakhapatnam (India)**

**Department : Construction & Civil**

**Designation : Site supervisor**

**Duration**  : **July 2015 to May 2017.**

**Job Role**

* Manpower controlling
* Safety (WH&S)
* Site supervising.
* Quality controlling.
* Quantity survey & etc.

**DUBAI**

* **Department : Waste Collection Management**
* **Duration : July 2017 to Present**
* **Designation : Operations Assistant**

**Job Role**

* Scheduling Employees Duties
* Manpower controlling
* Documents reports maintaining
* Trips details data entering
* Coordinating with clients & sub-contractors ana etc

**UAE Driving License: In progressing**

**Educational Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Institution & Board/University** | **Div./Grade** | **Passing Year** |
| Diploma (Civil)  | M.R.K. Polytechnic, Veeravasaram. | 63.2 % | 2015 |
| SSC  | Z.P.P. High School, Chintaparru (A.P) | 59 % | 2011 |

**Software Skill**

* **Office Application :**Microsoft office (2003,2007)- MS Word, MS Excel,

 and Internet browsing and mailing.

**Strengths**

* Capable of working successfully in a team.
* Ability to manage multiple tasks simultaneous.
* Strong ability to network with people across all levels.
* Flexible and result-oriented attitude.

**Personal Information**

Date of Birth : 19th February 1996

Marital Status : Single

Sex : Male

Nationality : Indian

Languages known : Telugu, Hindi and English.

Personal Contact : kiran-398567@2freemail.com

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504973598

**Declaration**

* I hereby declare that the information furnished above is true to the best of my knowledge and belief.

 Yours Sincerely

 KIRAN