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| **arun.377454@2freemail.com** **C/o 971501685421**D:\6.Job search new\Arun.jpg**ARUN** **SITE ADMINISTRATION** An achievement-driven professional targeting senior level assignments in **Site Administration and Project Planning**  |
| knowledge24x24icons Profile Summary |
| * A goal-oriented professional with **nearly 3 years** of experience in MEP Operations and Site Administration
* Proficient in monitoring all site related activities and ensuring their smooth execution as per project schedule with focus on optimum utilization of manpower & materials
* Excellence in coordinating with internal/external stakeholders involving top level management and govt. authorities for running successful projects; experience of implementing procedures and service standards for achieving business excellence
* Experienced in finalizing terms & conditions of contracts and settlement of agreements; ensuring that contracts are finalized within negotiated & agreed-upon parameters
* Skills in ensuring effective site management and discipline to ensure safety / hygiene and timely execution of projects in accordance with standards pertaining to machinery & equipment
* An effective communicator with excellent problem-solving, presentation and negotiation skills
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| core24x24icons Core Competencies **Site Administration** **Fabrication & ErectionDesign Engineering Project Execution & ManagementMaterials Management** **Process Improvement** **Liaison & Coordination** **Budgeting & Cost Control** **Manpower management** |  Academic Details * B.Tech. (Mechanical) from Mahatma Gandhi University, Kerala in 2015 with CGPA 7.95/10

Certifications* IOSH level 3 in managing safely
* ASNT LEVEL-II Certification in the following
* Radiographic Testing (RT)
* Ultrasonic Testing (UT)
* Liquid Penetrant Testing (LPT)
* Magnetic Particle Testing (MPT)
* Certified First Aid Trainer

Trainings* Industrial and Construction Safety from National Council for Technology and Training (NACTET)
* Quality Control and Inspection
* Power Plant Engineering
* Oilfield Engineering
* Piping Engineering
* Pipeline Engineering
* Welding Engineering
* Structural Engineering
* Ducting Engineering

exp24x24icons Organizational Experience***Action International Services L.L.C., Dubai from Mar’17 – Dec’17 as Site Engineer*****Key Result Areas:*** Working as a Site Engineer at Ground Water Control (GWC) department at Dubai
* Managing dewatering work of construction projects by deep well, well point and sump pump systems all around the Dubai
* Conducting requirement analysis, finalizing specifications, validating designs and reviewing detailed documents
* Providing consultancy on Project Planning, Execution and Management in tune with the core business objectives (including risk management, effort / time / cost estimation, and contingency planning)
* Coordinating for techno-commercial project activities and drawing specifications with the clients to ensure documents are per the specifications of clients
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|  Skill SetChange Agent Motivator Communicator Collaborator  |
| career24x24icons Career Timeline**Jun’15 – Dec’15*Armstech Engineers Private Limited, Ernakulam, India*****Jul’15 – Mar’17*Vikram Sarabhai Space Centre (VSSC) ISRO, Trivandrum, India*****Dec’15 – Jul’16*Khodal Erectors Private Limited, Gujarat, India*****Mar’17– Dec’17 *Action International Services L.L.C., Dubai***Kalium, Dubai as Logistics & Supply Chain Consultant Kalium, Dubai as Logistics & Supply Chain Consultant Extracurricular Activities* Participated and cleared assessment in HABC Level 1 & 3 international award in principles of health and safety
* Passed assessment for Permit to Work (PTW)
* Assisted in the making of Kerala’s first e-Panchyath, Pampakuda in Ernakulam district in Kerala
* Attended state level Work Experience Fair in 2006 & 2008

Technical Skills* Solid Edge ST5
* Microsoft excel
* ASNT Level 2
 | * Supervising operations including manpower & resource planning, material planning, finalization of vendors & manufactures as per client approval and procurement of electrical and mechanical items

**Highlights:*** Merit of completing quality projects within time by taking material request, manpower request initiatives
* Implemented several measures to identify deformities, malfunctions or other abnormalities and safety and health problem identification in site.
* Instilled basic quality philosophies of doing things right the first time, resulting in an 50% reduction in company rework cost

***Vikram Sarabhai Space Centre (VSSC) ISRO, Trivandrum from Jul’15 – Mar’17 as Apprentice Trainee at Non – Destructive Testing Facility (NDTF)*****Highlights:*** Conducted radiographic testing (RT) & interpretation of raw materials, weldments, castings & other machined components (using computerized, digital and conventional methods) used in various stages of ISRO launch vehicles
* Performed Ultrasonic Flaw Detection Testing (UT) of various raw materials and flight hardware
* Assisted in the entire gamut of operations like ultrasonic thickness gauging & electrical conductivity measurements of metallic materials and Liquid Penetrant Testing (LPT) (using both dye & fluorescent methods) of weldments, castings & other machined components used in various stages of ISRO launch vehicles

***Khodal Erectors Private Limited, Gujarat, India from Dec’15 – Jul’16 as Quality Control Engineer*****Highlights:*** Performed fabrication, erection, alignment and qualification of lignite handling conveyor structure and roller-belt assembly
* Installed Mesh and Rail Type Cable Tray for supply lines, communication lines and so on
* Performed double layer insulation sheeting for control rooms, pump houses, ducting systems and conveyor structures

***Armstech Engineers Private Limited, Ernakulam, India from Jun’15 – Dec’15 as Mechanical Engineer Trainee***Training**Organization:** Fertilizers and Chemicals Travancore Limited (FACT), Ernakulam, India **Period:**  June 2014 |
|  Personal Details**Date of Birth:** 19th June 1993**Languages Known:** English, Hindi, Malayalam and Tamil**Nationality:** Indian**Marital Status:**  Single**Driving License No.:** UAE LMV and international driving license |