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| [**arun.377454@2freemail.com**](mailto: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 | | |
| core24x24icons Core Competencies  **Site Administration**  **Fabrication & Erection  Design Engineering   Project Execution & Management  Materials 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 |
| Skill Set    Change 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 | | |