

**CHENTHAMARA**

Email: chenthamara.380014@2freemail.com

***Overview:***



Result proven professional offering strong background, valuable experience, skills and technical expertise in Material testing works and Administrative works. Equipped with Fifth ten (15) years of intensive work experience in material testing (cube test, sieve analysis, etc.), clerical and secretarial duties. Pro-active, work dedicated and a team player with high degree of commitment and attention to the details of the work.

***Work History:***



**Administrative Assistant / Material Testing Technician; July 2007 up to April 2018**

Drydocks World Dubai,

Dubai, UAE

*Material Testing Technician works Key Responsibilities;*

Concreting operations:

* Sampling and testing of fresh concrete.
* Testing of concrete cube using UTM.
* Aggregate testing for gradation, moisture content and absorption.
* Analysing test results and writing reports.

*Administrative works Key Responsibilities;*

Day to Day operations:

* Follows all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner.
* Follow and comply to information security rules and data security measures in order to protect the company information/intellectual properties.
* Follows the day to day operations to own job to ensure continuity of work.
* Prepares and sorts documents, identifies and interprets data to be entered.
* Provide word processing and secretarial support.
* Work request receiving and closing, distribution of SG, SC, Br and closing.
* Maintain the general filing system and file all correspondence.
* Collecting and distributing contractual documents to and from other departments.
* Keeping a track of material requisitions and internal work request.
* Man-hours entry and checking of time cards.
* Perform other job related duties as required.

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**Administrative Assistant; March 2005 to April 2007**

Marhaba Residency and Hotel Harithagiri,

Kerala, India

*Administrative works Key Responsibilities;*

Day to Day operations:

* Follows all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner.
* Follow and comply to information security rules and data security measures in order to protect the company information/intellectual properties.
* Follows the day to day operations to own job to ensure continuity of work.
* Prepares and sorts documents, identifies and interprets data to be entered.
* Provide word processing and secretarial support.

***Trainings Attended:***



* Fundamentals of Aggregates and Testing

–*Feb. 19, 2016, ACTS*

* Non-conformance and Incident reporting

–*Nov. 05, 2015, Drydocks World Dubai*

* Introduction to Microsoft Office 2007

– *March 07, 2010, Drydocks World Dubai*

* Basic Computer skills

– *Nov. 05, 2006, Drydocks World Dubai, Dubai, UAE.*

* + *Nov. 21, 2012, Drydocks World Dubai, Dubai, UAE.*

***Computer Skills*** ***:***



* Primavera Project Planner
* Mariner system
* Worked under a networked environment.
* Hands-on use of internet and its email features.
* Hands-on use of Microsoft Office (i.e. excel, word, power point).

***Education*** ***:***



**BA History**

Calicut University, Kerala, India

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|  | ***Personal Data*** | ***:*** |  |  |
|  |  |  |  |  |  |
|  |  | Nationality : |  |  | Indian |
|  |  | Age: |  |  | 42 yrs. old |
|  |  | Date of Birth: |  |  | 25 March 1976 |
|  |  | Language Proficiency: | English / Hindi / Tamil / Malayalam |
|  |  | Visa Status: |  |  | Working Visa |