 Assistant Project Manager

**Jagdish**

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| Accomplishments | Pro-active and results oriented with over 15 years of broad experience in all aspect of **interior fit out, Mep, interior decoration** in multi-cultural environment with leading companies in **UAE , Bahrain,**  Proven ability to improve operations, Well-disciplined with proven ability to manage multiple project efficiently under extreme pressure while meeting tight deadlines schedules. Looking for a challenging opportunity with a reputable Company / Group where my skills and experience will have a valuable impact. Specialist in quality checking of entire project.  |
| Skills & Abilities | * Relationship builder with good interpersonal Skills
* Quick learner
* Smart worker
* Professional from carpenter family
* Excellent handling fit out projects.
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| Professional Experience | Cambridge middle east interiors llc**Feb 2018 –Dec 2019 as site manager** * Providing support on all materials flow issues
* Making maintenance schedule & arrange permission.
* Prepares all materials needed in respective area
* Presents results to the manager for the daily accomplishments
* Arrange the quotation of vendor, suppliers & follow up
* Prepare daily site progress report & submit to management.
* Daily Furniture inventory update
* All type of maintenance in charge of over 120 retails.
* Daily update the workers attendance report.

**APP**Apparel GROUP (JAFZA)**2014-2017 as assistant project manager** * Providing support on all materials flow issues
* Making maintenance schedule & arrange permission.
* Prepares all materials needed in respective area
* Presents results to the manager for the daily accomplishments
* Arrange the quotation of vendor, suppliers & follow up
* Prepare daily site progress report & submit to management.
* Daily Furniture inventory update
* All type of maintenance in charge of over 120 retails.
* Daily update the workers attendance report

BIKRAM INDUSTRIES (Sharjah airport free zone) **2012-2014 as assistant project manager** * Arrange vendors, contractors, suppliers on all levels
* Accomplished project/fit out with project managers, engineers & design team.
* Providing support to purchase & accounts Dpt.
* Arrange materials and samples boards (all kind materials)
* Prepare daily site progress report & submit to management.
* Follow up sample approval, documents submission & approvals etc.
* Handle many contractors on many projects.
* Prepare snagging list & short out in time limit.

**Art Nest Décor Interior Architect** project supervisor**Site supervisor-2005-2012*** Arrange vendors, contractors, suppliers on all levels
* Site supervision in large interior sites
* Accomplished project/fit out with project manager, engineers & design team.
* Self-motivated
* Arrange materials and samples boards (all kind materials)
* Work independently and as a team
* Follow up engineers & project managers instruction
* Worked systematically through issues and tasks.
* Providing support to purchase & accounts Dpt.
* Prepare daily site progress report & submit to management.
* Monitoring of traced problems and giving solutions on that issues
* Handle exhibition stands , build up – demolition
* Presents results to the manager for the daily accomplishments

**AL M**AL MEROOUGE GROUP W.L.L. Bahrain (Ruling family)August, 1999 - 2005Daily monitoring of finished product* Monitoring of time in & time out of all employees
* Making a transaction to the customer’s/getting their orders
* Prepares cash/check voucher and handling of petty cash
* Making daily time record
* Prepares all materials needed in respective area
* Monitors deliveries of materials needed
* Providing support to purchase & accounts Dpt.
* Monitors/records traced problems and giving solutions on that issues
* Presents results of daily accomplishments
* Addressing to all charge hand & foreman
* Instruction in marine works & done many projects.

EDU Educational back ground * **1990 – senior high school (Arts)**
* Extra Skill -**VALID DRIVING LICENSE (UAE & INDIA)**
* Office course (Word, Excel,) Exercised initiative and independent judgment to resolve problems
* Designed comprehensive filing system, reliably filed and retrieved confidential records of employees.
* Managed all business correspondence related and maintained strict follow up on all the pending matters.

**PER P PERSONAL DETAILS:** * + - Date Date of birth: 10/09/1971
		- Nationality: INDIAN
		- Marital Status: Married
* Personal Contact : jagdish-396776@2freemail.com
* Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686

**VISA SVISA STATUS: Grace Period (Ready to join )*** + - **LANGUAGES KNOWLEDGE: Hindi, English Punjabi, Urdu**
		- **Honest , hard worker & physical fit .**

**I hereby declare that the information furnished above are true and correct to the best of my Knowledge.****JAGDISH** **se**A |
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