 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. |
| 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](mailto: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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