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| **Project Coordinator & Administrator** | |
| SHANAHAS K  Mobile: 0560 216 947  Email: shanahas1991@gmail.com  Jubail, KSA  Career Objective  Seeking for challenging and responsible position in a prestigious organization where my acquired skills and education will get maximize to the best of my abilities. To associate with an organization where there is ample for organizational growth as well as scope for development of the individual. I have overall 4 years of experience in different positions with various organizations and Nationalities. | |
| Work Experience  Company : **WISON ENGINEERING LTD**  UNITED & IBN ZAHR PLANT PROJECT  STC PILOT PLANT PROJECT  Designation : **Project Coordinator & Administrator**  Duration : 2019 March to 2021 January  Company : **China Geo-Engineering Corporation**  Designation :  **Document Controller**.  Duration : February 2018 to February 2019.  Company : **CTCI Arabia LTD**  SAUDI KAYAN FURNACE 10 PROJECT  Designation : **Project Coordinator & Administrator**  Duration : 2017 July to December 2017  Company : **CTCI Arabia LTD**  SAMAC MMA-PMMA PLANT PROJECT  Designation : **Project Coordinator & Administrator**  Duration : 2015 August to June 2017  **Duties & Responsibilities as Project Coordinator & Administrator:**   * Project Office Administration. * Office arrangement & Camp, Hotel arrangement. * Requesting ID in English & Arabic Language. * Preparing Employment contracts for different employees in English and Arabic Languages. * General affairs with IBN SINA & SAUDI KAYAN,UNITED and IBN ZAHR * ID processing for IBN SINA, PORT, SABTANK, ROYAL COMMISSION, UNITED, IBN ZAHR * Project Transportation arrangement. * Arranging training for employees * Preparing different types of requests in English and Arabic Languages * Business visa monitoring. * Airport Pickup & Drop Transportation arrangement * Local purchaser for Admin Dept. * Meeting with vendors and Clients as a admin representative. * Prepared employee timesheets and invoicing for Manpower suppliers * Handled all hard copy and electronic filing of Documents. * Arranging of immediate mobilization of Manpower and equipment for immediate project work. * Managing of Admin Dept. employees. * Coordination of manpower and arranging the daily necessary items * Preparing the daily manpower report base on manpower work progress and submit to construction manager. * Mobilizing new employees in to site. * Preparing the weekly manpower report and submit to contractor * Receiving Daily time sheets from supervisor, Foreman, general foreman * Coordination with field timekeeper, supervisor, foreman, general foreman * Posting of daily timesheet in track * Examines documents to verify completeness and accuracy of data. * Handling appointments and arranging meetings for the Dept. Manager. * Updating of Invoices, Timesheet * Registering the incoming and outgoing documents for controlling their tractability and feeling * Responsible for receiving and logging of various documents from vendors * Performs other administrative functions as may be required by higher management | |
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| **CORE COMPETENCIES**   * A Team player with excellent communication skills * A friendly and polite person due to it I have good relationship with the other Personalities * A disciplined team player who is adaptable, confident, reliable and motivated graduates with strong time management skills. * A friendly and polite person due to it I have good relationship with the other Personalities * Particular strengths in working under tough deadlines and always ready to run an Extra mile in order to present solutions. * Equally strong as an individual, self-motivated and self-confident * Ability to work independently and effectively under pressure * Excellent IT, analytical, numerical, interpersonal, communication, problem-solving , team-working skills and Judgment Skills | |
| **TECHNICAL QUALIFICATION**  Obtained PG Diploma in Industrial Automation/Certified Automation Engineer from Prolific Systems & Technologies Pvt. Limited, Kochi, Kerala. With 3 months **hands on practical experience** in Industrial Automation Tools specializing in **PLC, DCS, SCADA** and **VFD.**  **COMPUTER SKILLS / KNOWLEDGE**  **Operating System : Windows XP, Windows 7, Windows 8**  **Familiar Software’s : MS Excel, MS world, Outlook, PowerPoint.**  **Language known : C++, MATLAB,EMBEDDED C,ASSEMBLY LANGUAGE**  **Hardware Languages : 8051, PIC microcontrollers** | |
| **ACADEMIC CREDENTIALS**   |  |  |  |  | | --- | --- | --- | --- | | **COURSE** | **INSTITUTION** | **UNIVERSITY/BOARD** | **AGGREGATE** | | **PGDIA** | Prolific Systems & Technologies Pvt. Limited,  Kochi, Kerala | IAO - USA ACCREDITED COURSE |  | | **B. Tech (ECE)** | M E S Institute of Technology And Management, Chathannoor, Kerala. | University of Kerala, Thiruvananthapuram, Kerala. | 6.78 CGPA | | |
| **LANGUAGES KNOWN**  English, Hindi, Tamil, Malayalam & Arab.  **PERSONAL DETAILS**  Date of Birth : 30th April 1991  Sex : Male  Marital Status : Single  Father’s Name : Kidharudheen A.R  Mother’s Name : Naseema  Nationality    : Indian    **PASSPORT DETAILS**    Passport No : **Z 1998412**  Date of Issue : 29/08/2013  Date of Expiry : 28/08/2023  Place of Issue : INDIA  Iqama : Transferable  **DECLERATION**  I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief.  **SHANAHAS K** | |
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