

CURRICULUM VITAE

PROJECT COORDINATOR / ADMINSTRATOR

Mubeen Muchirapadavu

S/o Muhammed M

(Civil Engineer)

muchiramubeen5@gmail.com



Contact: +966545768555

Whatsapp: +918197339791

Passport # S0500709

05-July-1995



PROJECT ENGINEER/ PROJECT COORDINATOR:

Career Objective:

- To structure my growth in pace with ever changing corporate environment. Make my learning curve to move in linear fashion along with growth of my functional skills coupled with overall personality development in order to face the challenging time ahead.

PERSONAL SUMMARY:

An Experienced Engineer & Supervisor by trade who can provide tactical direction to both Commercial & Industrial projects. Having extensive previous Managerial & Supervisory experience & is very familiar with Civil & Architectural system, tools, equipment, Aramco, Sabic, RC & International standard ,codes & safety procedures. In the past have worked on large projects, managed multi-disciplinary activities and ensured that all work carried out complied with current legislation, regulations and best practice. My key strengths include selecting competent workers for tough jobs, motivating to improve their work rate & immediately addressing any quality deficiencies. Right now I am looking to join a company where there is excellent scope for career progression & fantastic working conditions.

>> Total Work Experience: 6 Years

Position: PROJECT ENGINEER

COMPANY: Crystal International Co.Ltd

DURATION: (AUGUST 2019-May 2022)

Position: Civil Engineer / Site Supervisor

COMPANY: Northern Sky Properties/ JV Builders.

PROJECT: ALEXANDRIA

DURATION: (SEPTEMBER 2018 - AUGUST 2019)

Position: SITE ENGINEER/ CIVIL ENGINEER

COMPANY: RCC INFRASTRUCTURE.

PROJECT: BALIYOOR SMART

Client: BALIYOOR

DURATION: (AUGUST 2016-SEPTEMBER 2018)

FUNCTIONAL EXPOSURE :

- Site Execution
- Client Relationships
- Strategy
- Implementation
- Construction
- Pre-commissioning
- Quality Control
- Material Handling
- Permit Work System
- Site Co-ordination
- Procurement & Sourcing.

ENVIRONMENT:

Oil & Gas, Utilities Plant Temporary Camp Facilities, High Rise Buildings, Apartments Villas & Residential Projects.

SUMMARY:

3 years GCC experience in execution of major projects, professionally confident, technically fluent, analytically methodical, excellent coordinator & quality conscious professional, visionary to catch.

LANGUAGES KNOWN:

English, Arabic, Malayalam, Hindi & Kannada.

JOBS & RESPONSIBILITIES:

- Attended meetings with clients to discuss requirements and project related works.
- Conducted various management tasks such as client budget analysis and budget negotiation.
- Cultivated & nurtured relationships with existing clients to build trust & maximize business opportunities.
- Trained & up-skilled junior staff in sales, company systems, client communication & relationship building to inspire the achievement.
- Contributing to both the procurement & tender process & achieved accurate quotations when required.
- Attended client meetings in order to procure ongoing requirements & to supply their demands through our best services possible.
- Reviewing the tender scope, Check the basis of design, equipment and packages specifications, data sheets.

- Review of Data Sheets /Engineering detailed drawings, layouts, BOM
- Attending job explanation meeting, preparing technical proposal
- Review vendor proposal, documentation and drawings and ensure compliance
- Attending the progress meeting with the Client and Sub-Contractors
- Assisting a Team of Engineers & Draftsmen to Provide Reliable Engineering Deliverables on schedule
- Maintains close liaison with other engineering departments as well as with subcontractors for repair parts to ensure continuous and efficient operations.
- Monitoring Daily activities, progress measurement and reported accurately. Ensure the construction and Pre-commissioning activities are being executed in accordance with the schedule.
- Earth work and all civil construction projects like concrete structures, equipment foundation, short span bridges, multistory buildings
- Responsible for inspection of civil and building works to effectively implement quality workmanship in accordance with approved plans and specifications.
- Check source, status and contents of documentary evidences such as specification drawings and manuals needed in the performance of the work.
- Monitors the quality standards of subcontractors work in compliance with specifications and approved construction procedures.
- Conduct daily inspection on all work activities.
- Prepare checklist on all inspected works which become part of inspection packages.
- Co-ordinate to various disciplines Engineers on site and must implement the directions of the Client Representative.
- Inspection of Form and Reinforcement work for footings and foundation prior to concrete and giving clearance for concrete work.

- Monitoring the concrete pouring work including air content test, slump test and temperature of concrete and also ensure that enough number of vibrators are used for concrete work.
- Monitoring and inspection of honey comb rectification on concreted area prior to surface preparation.
- Inspection of surface preparation for the footings, pedestals, foundations and retaining wall prior to the application of water proof bituminous coat.
- Inspection of structural steel installation for building, pipe rack, equipment supporting structural as per the approved drawings.
- Inspection & supervision of building finishing such as floor (vinyl tile, ceramic tile, carpet tile, granite tile, accessfloor etc.) ceiling (acoustics ceiling, gypsum board ceilings.
- Identity critical and additional materials/spare parts required for look ahead schedule.
- Supervise the Supporting Foremen/Lead men and members to maintain the smooth operation.
- Ensure the housekeeping at work area 100% tidy and clean.
- Facilitate team members and allocate resources to achieve objectives in timely manner.

STRENGTH

- Excellent interpersonal skills and a professional telephone manner
- Hard working and good team player.
- Good interpersonal and communication skills.
- Flexible enough to adapt to the circumstances.

EDUCATIONAL QUALIFICATION

- ❖ **Professional**
(Civil Eng.); 2016. Three Years Diploma in Civil Engineering
VIVEKANANDA POLYTECHNIC, PUTTUR Affiliated BY Department of Technical Education, Bengaluru.
- ❖ **Academic**
 - **Primary & Higher Secondary** from Karnataka Secondary education Board, India.
- ❖ **Computer Proficiency**
 - MS. OFFICE
 - Auto-CAD
 - Office Automation
- ❖ **Operating Packages:**
 - MS-Word, MS-Excel, Power Point, Internet

HSE TRAINED

- *Trained in First Aid
- *HSE training (Various)
- *H2S Awareness &Escape training

HSE PROFILE

Attends group safety meeting, conducts safety talk to the crew, conduct safety observation tours,

Reports incidents and near-misses.

Makes recommendations to continuously improve the method of work for safe execution.

Uses and ensures the use of proper PPEs by self and the crew members.

Ensures proper housekeeping at all times at job sites.

*Acts as a member of the emergency team and participates in fire-fighting when required.

Carries out hazardous classification of equipment and machinery in his assigned area
and specifies critical items/parts to implement special maintenance procedures.

I hereby declare all my particulars stated are true to the best of my knowledge & belief.

Thanking You,

Yours Sincerely,
Mubeen.

Sl. No. C 012080



ಕರ್ನಾಟಕ ಸರ್ಕಾರ
GOVERNMENT OF KARNATAKA
ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ
DEPARTMENT OF TECHNICAL EDUCATION



BOARD OF TECHNICAL EXAMINATIONS
ಡಿಪ್ಲೊಮಾ ಪ್ರಮಾಣ ಪತ್ರ
DIPLOMA CERTIFICATE

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This is to Certify that *Mubeen M*
Son/Daughter of *Mohammad M*
having undergone the prescribed three years course of studies in
Civil Engineering (General)
has been declared to have passed in *First Class with Distinction*
in the final examination held in the month of *May*
in the year *2016 with Register Number* *391CE13031*
In testimony whereof this Diploma in
Civil Engineering (General)
is awarded with the privilege to use the title *DCE (GL)*
and completed Diploma on *9th June 2016*



M. J. S.
ಕಾರ್ಯದರ್ಶಿ / Secretary,
ತಾಂತ್ರಿಕ ಪರೀಕ್ಷಾ ಮಂಡಳಿ, ಬೆಂಗಳೂರು
Board of Technical Examinations, Bengaluru
[Signature]

ಅಧ್ಯಕ್ಷರು / Chairman,
ತಾಂತ್ರಿಕ ಪರೀಕ್ಷಾ ಮಂಡಳಿ ಮತ್ತು
ನಿರ್ದೇಶಕರು, ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳೂರು
Board of Technical Examinations and
Director, Department of Technical Education, Bengaluru
[Signature]



Ref RCC/CER-2018-0127

Date :.....08-10-2018.....

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Mubeen M. worked with us as a "Site Engineer" since 14 August 2016 to 20 September 2018.

During his tenure with us we found him capable to handle all works entrusted him with minimum supervision and at most satisfaction to his Superiors.

We recommend him any future such assignments and wish all the best.

With regards,


ABDUL RASHEED
Managing Director
9448150189



EMPLOYMENT OFFER LETTER

Date: Sep 25, 2018

**MR. MUBEEN M.
ALIKE VILLAGE
BANTWAL TALUK.**

SUBJECT: OFFER LETTER FOR THE POSITION OF SITE SUPERVISOR

Dear Mr. Mubeen.

Following our recent discussion, we are delighted to offer you the position of **SITE SUPERVISOR** with J V Builders.

J V Builders team would ask for your commitment to deliver outstanding quality and result that exceed expectations. In addition, we expect your personal accountability in all the products, actions, advice and result that you provide to J V Builders. In return, we are committed in providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

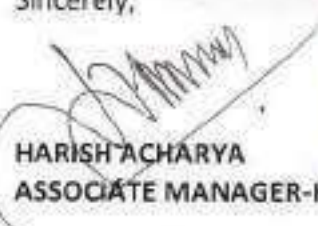
We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: SITE SUPERVISOR
Start Date: 27-Sept-2018
Monthly CTC: INR 15,000/-
Probation Period: 6 Months (six)
Reporting manager: Mr.Palaniswamy- Project Manager

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to-date; and to clarify or modify this arrangement, as the need may arise.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,


**HARISH ACHARYA
ASSOCIATE MANAGER-HR**



With the signature below, I accept this offer for employment.

Name: *Mubeen-M*


ಮುಖಾಂತರ / gebucht

ಪಾವತಿ ಸಂಖ್ಯೆ / Invoice Number



50500709

ಹೆಸರು / Name of the person / Name of the firm / Name of the organization

MOHAMMAD MUCHIRAPADAVU

ವಿಳಾಸ / Address

MAIMUNA MUCHIRAPADAVU

ಪಿನ್ / PIN

ಪಿನ್ / PIN

4-B5/2, MUCHIRAPADAVU HOUSE, POST ALIKE

BANTVAL, DAKSHINA KANNADA

PIN: 574235, KARNATAKA, INDIA

ಪಾವತಿ ಸಂಖ್ಯೆ / Invoice Number

ಪಿನ್ / PIN

BN4060916835918



CERTIFICATE OF APPRECIATION

It is certified that Mr. Mubeen Muchirapadavu was working as Project Engineer from August 2019 to MAY2022

During his stay we observe him Obedient, Honest and Dedicated to his assign

We hope and Pray bright and good speed in his Future life

Yours faithfully,



Maha Guru Shankar.P
Project Manager

KINGDOM OF SAUDI ARABIA
MINISTRY OF INTERIOR

رخصة سيطرة
DRIVING LICENSE

المملكة العربية السعودية
وزارة الداخلية

مبين مشربدفو مشربدفو

MUBEEN MUCHIRAPADAVU MUCHIRAPADAVU

No. 2474489784

الرقم ٢٤٧٤٤٨٩٧٨٤

DOB 05/07/1995

تاريخ الميلاد ١٤١٦/٠٢/٠٧

Exp 26/09/2024

تاريخ الإبتهاء ١٤٤٦/٠٢/٢٢

O+ فصيلة الدم

تاريخ الاصدار ١٤٤١/٠٢/٢٢

القبود بدون قيود

النوع خاصة

الجنسية الهندية

SAUDI ARABIA

KINGDOM OF SAUDI ARABIA
MINISTRY OF INTERIOR

هوليرا مليم

المملكة العربية السعودية

RESIDENT IDENTITY

وزارة الداخلية

MUBEEN MUCHIRAPADAVU MUCHIRAPADAVU

مبين مشري بادفو

الرقم ٢٤٧٤٤٨٩٧٨٤ نسخة ٢

مكان الإصدار الخدمات الالكترونية

الإصدار ١٤٤١/١١/٠٥ الميلاد ١٩٩٥/٠٧/٠٥

المهنة كمبريدام

الديانة الاسلام الجنسية الهند

صاحب العمل شركة كبريتات الدولية المحدودة

المملكة العربية السعودية



2474489784

KINGDOM OF SAUDI ARABIA