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| |  | | --- | | SREERAJSREEKUMAR  **Email**: [sreeraj7730@gmail.com](mailto:sreeraj7730@gmail.com)  Mob: +968 94332524 (Oman)  Mob: +919496851882 (India) Present at OmanPermanent Address**Thenguvila (H),****Ashtamudy ( P.O),****Kollam (Dt.),****Kerala (State) India.**PIN: 691602 **Personal Data**  Date of Birth : 22/03/1991  Sex : Male  Nationality : Indian  Marital Status : Single  **Passport Details**  **Passport No : N 5424823**  **Place of Issue :Trivandrum**  **Date of Expiry : 14-12-2025**  **Driving license Issue: India**  **Visa stauts : upto 20/07/2023** | |  |   **CURRICULUM VITAE**  Dedicated individual with 6.4 years’ experience in construction and administration. Currently looking for Administration or HR section job position with a progressive company where my skill and experience will be fully utilized  **Academic and Technical Qualifications**  Master of Business Administration in Human Resource Management (Awaiting result )  Bachelor of Business Administration  Course Completed in Civil Engineering from PSN College of Engineering Technology  Diploma in Civil QA/QC/QS & NDT From  Diploma in Professional Interior Designing  **Trainings Completed**   * Permit holder * H2S Awareness and Escape * Confined Space Entry Training * OGC HSE Induction * Petrofac HSE Induction * AGT(authorised gas tester)   **Computer Proficiency**   * Microsoft Office- Ms Word, MS Excel, Power Point and Internet, Microsoft outlook.   .  **Work Experience (6 .3Years)**  **Projects**  **2021- Till the date**  **Target LLC- Oman (10 month)**  Position : PERMIT CO COORDINATOR (Administration)  Project : J-171OGC Duqm Refinery EPC-2 package Project @ Duqm  Type of Project : Sub-contract to Petrofac  Place/ Country : Muscat- Oman  Client : Duqm Refinery Company  Project Value : 17 Million OMR  Job Profile- PERMIT CO COORDINATOR   * Communicating with clients or employers about project, event or campaign expectations and goals * Delegating tasks to appropriate team members * Managing deadlines and progress across the team to ensure the project is delivered on time and on budget * Organizing third-party providers and vendors to deliver elements that can't be produced in-house * Overseeing the delivery of projects and making adjustments as necessary to ensure they are delivered to specifications and high standards * Collecting and analysing feedback from customers and other project users to gauge satisfaction and success |

**2019- 2021** **Target LLC- Oman (1.8 Years**)**)**

Position : ASSISTANT QA/QC INSPECTOR

Project : J-167 OGC Permanent Staff Accommodation at Fahud

Type of Project : EPC- Building for an Oil and Gas Company

Place/ Country : Muscat- Oman

Client : OGC- Oman Gas Company

Project Value : 1 Million OMR

**Job Profile- ASSISTANT QA/QC INSPECTOR**

* The preparation of the companies QA manual control and supervision of all amendments and revisions
* Control and the distribution of all the company’s quality documentation
* Monitor all quality related activities on the project
* Perform all internal and external audits on behalf of the company’s management
* Verify contractor quality requirements are specified to vendors and contractor documentation submittals.
* Attend all pre-bid meetings and coordinate all project requirements with the project bidders.
* Attend client quality management meetings
* The preparation and control of project quality system management documentation prior to project commencement.
* Review quality inspection personnel qualifications and training requirements
* Monitor the disposition of all issued non-conformance reports.
* Monitor the progress and effectiveness of the project quality management system. Recommend and implement improvements when required.
* Coordinate all QA/QC activities with the site QC manager
* Coordinate all QA/QC activities with the site Project manager
* Coordinate all quality related correspondence with the customer’s representatives.
* Monitor statistical method reporting.
* Action and close all customer complaints
* Control all achieve documentation upon the completion of the project

**2018- 2019** **S&G ENGINEERING** **(1.2 Years)**

Position : **Supervisor cum site administration**

Project : Kollam bypass project Type of Project : bridge protective coating

Place/ Country : Kollam, Kerala- India

# Client : CherianVarkey Construction Company

Ensure a consistently high standard of work is produced in accordance with specification and quality standards through regular quality inspections with sub-contractors. Direct and supervise day to day operations of sub-contractors ensuring appliance of common operational procedures. Ensure material requisitions are issued in adequate time to achieve the Construction Program. Schedule, control and monitor all plant and materials on a weekly basis. Ensure all work is completed to program. Liaise with Contracts Manager/Project Manager, Site Manager/Agent, and Contract Surveyor regarding work variations and confirmation of instructions. Carrying out safety inspections and fulfilling the health, safety and welfare responsibilities as detailed in the Company’s Policy and in compliance with management system.

Have to maintain records, possess internal & external co‐ordination with STORE and other departments. Have to handle labour and their working schedule and other labour related works. Will maintain register and filing works. Have to reporting to head of department

**2016 –2017 QUILON INSTITUTE OF TECHNOLOGY**  (**1.2 Years)**

**Administration / HR**

* Forming and maintaining employee records
* Updating databases internally, such as sick and maternity leave
* Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides
* Reviewing and renewing company policies and legal compliance
* Communicating with external partners
* Reporting regularly on HR metrics, such as company turnover
* Being the first point of contact for employees on any HR related queries
* Assisting with payroll by providing the department with relevant employee information, i.e. holiday and sick days taken
* Helping with various arrangements internally, from travel to processing expenses

**25/01/16 - 30/04/16 CAD POINT (0.3 month)**

**Cad Engineer**

Marketing

* Social media marketing
* Seminar in engineering college /iti/poly etc

Documentation

* Student profile
* Institute files related admiration

Teaching experience

* Auto cad
* 3dx max

**2014 -2015 Kailas Tour Packages & Travels** **(1 year)**

**Coordinator**

Documentation

* Registration details of vehicle
* Administration files related
* Reservation chart
* Customer Care Solve their problems

**DECLARATION**

**I do hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.**

**(S/d)**

**SREERAJ.S**

Muscat

12-12-2021