

CURRICULAM VIATE

MAYAVEL.E

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OBJECTIVE

A career in Store & Purchase Dept. which gives scope to build further my skills in an organization which is growth oriented which is quality conscious appreciates hard work, and invest in people and technology.

PROFESSIONAL PROFILE

23 years experience for Store & Purchase Dept. and related fields particularly good working experience for Infrastructure, Construction and plant & Machinery projects (Road, Buildings&Interior Works) in India & Gulf Countries.

ACADEMICS

B.Com. (Undergraduate – Accounting & Finance) Year of Passed - 1997 with First Class (85%), Bharathi Dassan University-Tamilnadu, India.

COMPUTER EXPOSURE

MS Office, Tally, Oracle, Epromis and ERP

PROFESSIONAL EXPERIENCE

1. Worked as a **STORE KEEPER – ARABTEC CONSTRUCTION LLC DUBAI, UAE.** (2014 to 2020).
2. Worked as a **STORE KEEPER - PRIME BUILDERS CONTRACTING CO. LLC RAK, UAE.** (2010 to 2013).
3. Worked as a **STORE KEEPER (Projects) – AL BOOM GAS & CO LLC DUBAI. - UAE** (2003 to 2008).
4. Worked as a **JUNIOR OFFICER (Store) – MADARAS CEMENT LTD, ARIYALUR, TAMILNADU, INDIA** (Oct'1997 to March'03).

LIST OF PROJECTS EXECUTED SUCCESSFULLY:

A) Projects executed successfully with Prime Builders Cont. Co. LLC-Rak UAE.

I was handled Centralized store at Ras Al Kahimah for prime Builders Contracting & Co LLC., and instead of I have handled the projects listed below.

1. Alain to Abu Dhabi – 30km Existing Road Widening Project for Alain Region.
2. Higher College of Technology – RAK Women’s College for Building Project.

B) Projects executed successfully with Arabtec Construction LLC-UAE

As a Buyer I handled some of below projects successfully for Arabtec Construction LLC.

1. Tiara Hotel Dubai – 5 Star Hotel located in prime premises at Dubai.
2. Tiara United Twin Towers Dubai- High rise Building located near Sheikh Zayed Road Dubai.
3. 1100 Villas Fujairah-Semi luxury villas.
4. 1017 Villas Abu Dhabi- Luxury Villas.
5. 1296 Villas Akoya Oxygen Dubai.
6. Zayed National museum Abu Dhabi.

RESPONSIBILITIES

- Project Material Requirement arrangement & Follow Up and indent preparation.
- Vendor Finalization, Quotation Collecting and Purchase Order Preparation.
- Material inward and outward documents preparation as per ISO method.
- Monthly or Quarterly wise Material Reconciliation and Stock Statement Preparation.
- Vendor List and Quotation Collecting as per Civil Standard Specification (CA)
- To maintain the Good Relationship with Specialized Agency and Material Rate Negotiable and Finalization.
- Physical Checking for Store Inward and Outward Material.
- Document Maintain for all P&M Materials and Machineries.

STRENGTH

- ❖ Requirement Material Arrangement for Running Project within the Duration.
- ❖ Quotation Collecting and Vendor Finalization.
- ❖ Machinery & Material inward and outward Preparation.
- ❖ Studying of Material Specification for Running Project.

PERSONAL DETAILS

Age : 45
Sex Male : M
Marital Status : Married
Nationality : Indian
Passport No : N 1426303

I hereby declare that all the information's stated above are true and complete to the best of my knowledge and belief.

MAYAVEL.E