

## **CURRICULAM VIATE**

**MAYAVEL.E**

Mob: +918778227031 / +918098584952

Email: emayavel@gmail.com / emayavel@yahoo.com



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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**