



## CAREER PROFILE

15 years U.A.E career track record in Camp Supervision, Documents handling, Data Entry . Strong enthusiasm of driving business growth and maintaining excellent business relationships with co-workers.

## CONTACT DETAILS

+971509113905 /+971557511218

[rkchand84@gmail.com](mailto:rkchand84@gmail.com)

## SKILLS

MS Office ★★★★★☆

## LANGUAGES

English ★★★★★★

Hindi ★★★★★☆

Malayalam ★★★★★★

## OTHER DETAILS

Date of birth 22<sup>nd</sup> July 1984

Nationality India

Passport No. N3887875

Place of issue Dubai

Visa status Residence Visa

# RASIN CHANDRAN

Camp Supervisor / Document Controller

## WORK EXPERIENCE

### 1. Document Controller

**SOBHA CONSTRUCTIONS LLC , Dubai , U.A.E.**

From December 2022 Up to Present

#### Duties:

- File documents in physical and digital records
- Review and update technical documents
- Manage the flow of documentation within the department.
- Retrieve files as requested by employees and clients
- Prepare reconciliations & reports of projects as needed.
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### Data Entry Operator / Customer Service

**PURE HEALTH , Dubai , U.A.E.**

From November 2021 Up to July 2022

#### Duties:

- Entering & registration Daily Customer's details in the system (TrackCare)approved my M.O.H.
- While doing registration, give brief awareness to Customer about the procedure of PCR.
- Informing Customer how to check their result online and getting the feedback by scanning QR code.

Major Projects Handled in PURE HEALTH: -Sharjah Intl.Airport , Private Rehab. Center, Sajah, EXPO Center, Fujairah.

### Camp Supervisor & Document Controller

**COOL MARINE ENG.SERVICES , Sharjah, U.A.E.**

From January 2008 to April 2021

#### Duties:

- Manage daily camp operations, and safety compliance
- Mobilizing Technicians as instructed by Site Operation Team.
- Preparing Daily feedback/reports to Area Manager.
- Ensure all house keeping /maintenance members are used to their strengths.
- Ensure camp stock inventory is kept up to date and required supplies requested in a timely manner.

## HIGHEST EDUCATION

### Diploma in Mechanical Engineering

**Sreerama Govt. Polytechnic College**

Govt. of Kerala, India Technical Board of Education  
2000 to 2004.