



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

SKILLS

MS Office ★★★★★☆

LANGUAGES

English ★★★★★★

Hindi ★★★★★☆

Malayalam ★★★★★★

OTHER DETAILS

Date of birth 22nd 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.