

## **CURRICULUM VITAE**

**ARIPELLI NARESH,**

**Document Controller/Admin/ Store Assistant**

**Availability: Immediately Joining**

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Dubai, UAE.



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### **Carrier Objective:**

Any construction which could provide me a challenging task. I desire to work with an organization with the right attitude.

### **Technical Qualifications**

- MS- OFFICE
- ORACLE

### **I. Professional Experience:**

**Organization :** Narayana Constructions.

**Duration:** Oct 2010 - Nov 2012

Total Experience: **2 Years**

**Designation:** Maintenance Supervisor

#### **Roles & Responsibility:**

- Daily Manpower Deployment.
- Material Distribution to daily requirements.
- Manpower attendance.
- Camp arrangements for Manpower.
- Proper House keeping for in and around Construction areas.

### **II. Professional Experience:**

**Organization:** GalfarEngineering & Contracting SAOG

**Duration:** Dec 2012 to Oct 2019

Total Experience: **8 Years**

**Designation:** Store Assistant cum Document Controller

#### **Project Details:**

WATER DISTRIBUTION NETWORK FOR BARKA (Al Batinah Region) PHASE-02  
Client :Public Authority for Electricity & Water (PAEW)

#### **Project Description:**

- Main Scope of work is Water Distribution in Barka Al Batinah Region.
- It covered nearly 1175 sq.km area.
- It consists of Elevated Water Tank, pumping station and DI & HDPE pipes are used with different diameters.
- It consists of filling stations for tankers.

**Roles & Responsibility:**

- Material receiving & verification as per LPO/ DO copy.
- Inform to our Material Officer/ In-Charge about status of material on daily basis
- Prepare PPE register for all employees
- Record keeping and maintenance of tools and asset list.
- Arranging materials as per Item code.
- Ensure timely delivery of material to the job site and retrieval with regional PM
- Transport materials from one site to another, manually or using material handling equipment.
- Uploading container's on site & receiving the various material on site as per packing list.
- Entry in ERP system all material as per supplier DO.
- Entry of All MIS on daily basis.

**Project Detail:**

- Project: A'Seeb Coastal strip vacuum sewer network and ancillary works project  
Client : Public Authority for Electricity & Water (PAEW)

**Project Description:**

- Unique sewerage vacuum network project, it is the first project for the Sultanate of Oman covering an area of 20sq.km in wilayat of A'Seeb.
- It consists of 11 vacuum stations, gravity sewer network, vacuum sewer network and rising mains.
- The gravity sewer network comprises of HDPE chambers to Vacuum chamber
- The vacuum sewer network and rising main consists of various diameter of HDPE pipes and HDPE welding (Butt fusion & Electro fusion)

**Roles & Responsibility:**

- Coordinate with site Engineers & Supervisors for RFI submission
- Preparation of Daily Inspection Reports
- Maintaining log for Inspection Request.
- Preparation of Daily work plan
- Coordinate with site Engineers & supervisors for compaction test, cube test & slump test
- Construction Test Pack Submission for all areas
- Final Handing over Documents for all areas.

**Key Skills:**

- Preparing and analyzing QA/QC records and final submission to the clients.
- Assess accurately and confirm to reporting and procedural standards of the report.
- Coordinate with site engineers & supervisors
- Preparation of Daily work plan
- Final Handing over Documents for all areas
- Entry in ERP system all material as per supplier Do.
- Recommend, develop and maintain solutions to financial problems of the business.
- Office administration

**Personality Traits**

- ↪ Excellent communication and interpersonal skills.
- ↪ Ability to work in team as well as individually.
- ↪ Positive thinking and hardworking.
- ↪ Possess leadership qualities.
- ↪ Self – Motivative person.
- ↪ Quick learner
- ↪ Ability to deal with people with good approach and diplomatically.
- ↪ Ability to take any risk and make it possible.

**Education Qualification :**

1. Intermediate(2007–2009):– RCVNRM JUNIOR COLLEGE RUDRANGI (A.P. secondary Board)
2. High school (2006–2007):- ZPHS GOVT HIGH SCHHOL RUDRANGI (A.P BOARD)
3. BA-final year appeared.

**Languages Known**

- English, Hindi, Telugu

**Permanent Address:**

H. No. 62/2, Rudrangi (V), Rajanna Siricilla,( District,) Telangana State, India, Pin – 505307

**Personal Details:**

Fathers Name	:	Aripelli Narshaiah
Date of Birth	:	28/12/1988
Nationality	:	Indian.
Marital Status	:	Married
Passport No	:	U0086003
Date of Issue	:	22-July-2019
Place of Issue	:	Hyderabad
Validity	:	21-July-2029

**Declaration:**

I hereby declare that all above-mentioned information is true to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Naresh Aripelli**