



**SAD AMBALATHILAKATH KADAVATH VALAP**

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**CAREER OBJECTIVES**

Seeking a challenging opportunity in an Industry where my knowledge, skills and potentials can be extensively applied and allows me to learn new environments and concepts for my career growth.

**WORKING EXPERIENCE**

- Civil Site Supervisor & Driver at **Steps Builders and Developers**, Kannur, Kerala, India from Dec 2021 till April 2023.
  - Conducted monitoring of personal crews and worksite managers.
  - Drop & pick up staff from accommodation to work site.
  - Deliver items from warehouse to site & back to warehouse.
  - Collaborated with agencies and managers.
  - Ensured that all regulations followed to the letter and that work conformed to plans.
  - Kept daily logs and wrote and submitted reports as needed to agencies.
  
- Driver & Operation Officer at **Ocean Marine Services**, Fujairah, U.A.E from Dec 2014 till Dec 2021.
  - Drop & Pick up ship crew from Fujairah sea Port to Airports.
  - Collect ship spares from suppliers to Warehouse.
  - Drop & Pick up staff from Accommodation to Office and drop back to Accommodation.
  - Drive VIP crew (Ship Captain & Family) for shore leave and purchases.
  - Coordinate and arrange vessel arrival and departure from POF and SHJ PORT (KFK Port).
  - Communicate with Vessel Master, regarding husbandry services.
  - Prepare STS document and take approval from Harbour Master.
  - Obtain Inward & Outward clearance for the vessels at OTB.
  - Organize and managing the launch services for husbandry services.
  - Organize and managing Vessel repair works at POF.
  
- Worked as Driver cum Supervisor in **Cedas Me FZE** at Sharjah, U.A.E from July 2012 till Dec 2012.
  - Drop & Pick up staff from Accommodation to office.

- Preparation of quotation for other Companies.
  - Guided and supervised the assigned team as per the company rules and regulations.
  - Trained and educated the workforce regarding proper work completion and adherence to company standards.
  - Monitored the timely performance of the employees in the workforce.
  - Conducted briefings and meetings before and after work sessions, which included praising individuals as well as clarifying various areas that they need to work on.
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- Worked as Sales man & Cashier in **Reliance Super** at Cochin, Kerala, India from Feb 2010 till Nov 2010.
    - Helping the customers for their need and Explaining about the Items of their needs.
    - Arranging the items in a proper section.
    - Displaying the items to attract the customers.

### **EDUCATIONAL QUALIFICATION**

- Secondary Education: National Institute of Open Schooling.

### **STRENGTH**

- Hard working, very punctual and committed to the career, Fast learning, Customer Service, Ability to build & maintain customer relation.

### **PERSONAL DETAILS**

NAME OF FATHER : P MUSTHAFA  
DATE OF BIRTH : 4<sup>TH</sup> JULY 1991  
RELIGION : MUSLIM  
MARITAL STATUS : MARRIED  
NATIONALITY : INDIAN  
PASSPORT NO : V6123011  
VISA STATUS : Visit Visa  
AVAILABLE : Immediate  
DRIVING LICENSE NO : 123451 (UAE)  
LANGUAGE KNOWN : English, Hindi, Tamil and Malayalam.

### **DECLARATION**

The above information furnished by me is true to my knowledge. If I am given a chance to work for your esteemed organization I will prove to be sincere to all the duties and activities entrusted to me.

Yours Faithfully,  
SAD AK