



SAD AMBALATHILAKATH KADAVATH VALAP

Mob: +971502022104

E-mail: shad.ak2008@outlook.com

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.
- 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 : 4TH 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