



Saju P Kariyil

Projects Coordinator / Material Coordinator



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Abu Dhabi – UAE

Academic Background

Degree:

B.A (Bachelor of Arts)
University of Calicut, Kerala, India.

Diploma:

Electronics and Telecommunication
Govt. Polytechnic Kannur, Kerala.

Computer:

Diploma in Computer Application
Diploma in Computer Hardware
Certificate in Linux System
Network Administration
Networking in Window NT ,
Software Program: Java & C++
AutoCAD

Document Software:

Aconex, Prolog & Zutech

Driving License:

UAE and India

Language:

English, Hindi, Tamil & Malayalam

Personal Data

Date of Birth	: 20-05-1978
Gender	: Male
Nationality	: Indian
Marital Status	: Married
Passport No.	: T1934570
Visa Status	: Employment

Work Experience

- **Projects Coordinator cum Area Office In-charge** - M/s. Aluminium & Light Industries Company (ALICO) LLC, Abu Dhabi, U.A.E - (Since 2016 to Present).
- **Materials Coordinator** - M/s. Aluminium & Light Industries Company (ALICO), Abu Dhabi (from 2009 to 2016).
- **Sr. Projects Secretary cum Document Controller** - M/s. Aluminium & Light Industries Company (ALICO), Abu Dhabi (from 2007 to 2009).
- **Secretary cum Document Controller** - M/s. Arabtec Construction LLC, Dubai, U.A.E (from August 2004 to May 2007).
- **Office Administrator** - M/s. Sree Sankaracharya Educational Society, Kannur, Kerala, India (February 2003 to May 2004).
- **IT Coordinator** - M/s. Info Sonic Computers, Kannur, Kerala, India (August 2002 to January 2003).
- **Computer Faculty cum Service Engineer** - M/s. CEDTI-ATC (Centre for Electronics Design & Technology of India, Kannur, Kerala, India (June 2001 to August 2002).
- **Office Coordinator** - M/s. PACE Computer [In Association with NSIC Technical Service Centre (Govt. of India Enterprise), Kannur, Kerala.
- 6 months experience in Electronics - M/s. Micro Wave Electronic Service Centre, Kannur, Kerala, India.

Work Profile / Responsibilities

- Collaborate with various departments to manage efficient flow of all materials.
- Prepare an efficient shipping schedule and evaluate all production schedules and determine all required materials and ensure availability of all materials.
- Coordinate with departments to ensure efficient movement of all materials and evaluate all materials sent to production department.
- Prepare reports for all materials and manage transportation of materials from one department to another and prepare all production records on computerized system.
- Coordinate with all department managers to ensure accountability for all materials.
- Maintain all sensitive data information and prepare appropriate project schedule.
- Maintain all information for status of materials on weekly basis.
- Collaborate with construction team to schedule all deliveries and manage all delays and ensure compliance to all material requests.
- Prepare required reports for all cost accounts and procurement to ensure compliance to all account payable requirements.
- Prepare required documents and drawings and maintain all files for material delivery sites and prepare efficient work schedule.
- Controlling company and project documentation.
- Ensuring all documentation meets formal requirements and required as per ISO standard.
- Coordinating with all departments and monitoring daily activities.
- Maintains Technical library, Reference material and catalogues.
- Maintaining a Systematic filing method for all the Correspondence as per ISO standard.
- Using Document Software: **ACONEX, PROLOG & ZUTEC.**

Major Involved Projects Details

During Alico:

- Khalifa University Expansion - Abu Dhabi : Contractor M/s. Z General Contracting
- Bloom Marina - Abu Dhabi: Contractor M/s. Al Shafar General Contracting
- First Gulf Bank HO Building - Abu Dhabi : Contractor M/s. Dhafir Development & Cont.
- Four Season Hotel - Abu Dhabi : Contractor M/s. Al Futtaim Carillion
- Cleveland Clinic – Abu Dhabi : Contractor: JV (M/s. Six Construct & M/s. Samsung)
- Emirates Pearl Hotel - Abu Dhabi : Contractor: M/s. Arabian Construction Co. (ACC)
- Landmark - Abu Dhabi : Contractor : M/s. Habtoor & CCI (JV)
- Capital Plaza – Abu Dhabi : M/s. Arabian Construction Co. (ACC)
- Saadiyat Island Beach Resort : Contractor : M/s. Al Habtoor & Roberts (JV)
- Salam Avenue Tower - Abu Dhabi : Contractor : M/s. Group 3 Engineering
- Finance House - Abu Dhabi : M/s. Benyan Development
- Al Raha Beach - Al Bandar : Contractor: M/s. ALDAR Laing O'Rourke JV
- ADCB Building – Abu Dhabi : M/s. Dhafir Contracting
- Ghobash Tower – Abu Dhabi : Contractor: M/s. Seidco General Contracting
- Millennium Golf Resort - Al Ain : Contractor : M/s. Belbadi

During Arabtec Construction:

- Mohammed Bin Rashid housing program at Al Warqah – 544 villas, Consultant: M/s. Arif & Bintook
- Arabian Ranches – 158 Villas (M/s. Emaar Project), Consultant: M/s. Al wasl al jaded
- Dubai Land Project – 558 Villas (M/s. Dubai properties), Consultant: M/s. Dar Consultants
- Arabian Ranches – 88 Villas (M/s. Emaar Project), Consultant: M/s. Dar Consultants
- Emirates Hills Luxury Villas (Independent Villas), Consultant: M/s. Al wasl al jaded

Extra Curricular Activities

- Martial arts : Black Belt in Karate [Shorin-Ryu-Siebukan Karate]
- Driving Enthusiast

Strengths & Languages Known

- Good leadership quality and proven team leading skills.
- Ability to adapt any adverse and multi-cultural atmosphere.
- Result oriented and self –driven professional.
- Excellent oral and written communication skills.
- Fluent in English, Hindi, Malayalam, Tamil.

References

- On Request