

SHAJI NAGENDRAN



P +971 52 65 30 446

E nshaji.2018@gmail.com

A Flat No. 711, Al Dharul Raffa Building
Bur Dubai, Dubai, UAE

SUMMARY

Over 3 years of experience in Site Office administration, Document Controlling and Store keeping. Good communication and interpersonal skill, office correspondence, computers, and MS Office.

OBJECTIVE

To work as a Site Secretary / Messenger (Driver) or in a similar position in an Esteemed Organization.

With the experience I got in reputed firms like General Electric (GE), I am confident that I can fulfill the responsibilities assigned to this post. And I am eagerly seeking new opportunities in the field of documentation /administration/Sales.

EXPERIENCE

10-Feb-2019 – 10-Aug-2022

Site Secretary / Driver • GE - Grid Solutions

KERANOLA 132kV Substation – Dubai Creek Harbour

- Worked as Site Secretary / Messenger (Driver) including coordination with Client / Consultant / Subcontractor / Supplier to ensure smooth operation and execution of site activities.
- Preparation & Submission of all correspondences, transmittals etc. towards Client & other Subcontractors.
- Proper filing of incoming and outgoing correspondences from / to Client, Consultant, Subcontractors and Vendors with daily updated register / log file.
- Preparation & submission of Site Purchase Requests and following up with procurement for finalization of Purchase orders. Follow-up and coordination with Vendors for Delivery of Materials. Issuing Certified Delivery notes upon completion of delivery, for Goods receipt process.
- Arranging heavy equipment and lifting devices for Site Activities including verification of EHS documents.
- Proper Storage of Materials received from suppliers / manufacturer and maintain/update inventory list as per the incoming/outgoing materials movement.

PERSONAL DETAILS

Age and Date of Birth: 31, 24-03-1991

Nationality : INDIAN

Marital Status : Married

Passport Number : M 4331457
(Issued from Trivandrum, India)

Passport Expiry : 08/12/2024

Driving License : UAE & Indian License

Visa Status : Visit Visa

EDUCATION

✦ Degree from Kerala University (TO BE COMPLETED)

✦ Higher Secondary - Science Group (12th) (2006 to 2008) – at Govt. Model BHSS, Thycaud, Trivandrum. – Kerala State Board.

✦ Secondary School Leaving Certificate (SSLC) (2006) – at Govt. Model BHSS, Thycaud, Trivandrum. Kerala State Board

TECHNICAL QUALIFICATIONS

✦ Diploma in Marine Mechanical Fitter & Marine Fabrication from 2008 to 2010

- Processing GRN in SAP as per PO Incoterms and based on certified documents.
- Arranging Entry Passes from Authorities / Security Dept for the workers and vehicle movement.
- Handling petty cash for daily site expenses and preparation/ submission of expense reports to management / Finance dept.
- Processing and forwarding of PTW's to DEWA in coordination with Site Engineers / Subcontractor Supervisors.

01-JUN-2015 – 31-JUL-2018

Sales Coordinator / Admin Assistant • Presidency Educational Foundation and Charitable Society • Trivandrum, India

- Admin and Sales coordination
- Preparation of Daily Reports
- Maintain the Records of the Students
- Preparation of Manual Invoices
- Handling various purchases for the Institute .
- Filing of all the records (Hardcopy and Softcopy).
- Coordination with Drivers for daily activities.
- Handling Petty cash and maintaining records with receipt/ payment vouchers.

REFERENCES

[Available upon request.]

COMPUTER COURSES

- ✧ Diploma in Computer Application (DCA)
- ✧ SAP Knowledge

LANGUAGES KNOWN

- ✧ English, Hindi, Tamil & Malayalam