

Venukamalasanan
Pathanamthitta
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CAREER OBJECTIVE

I am seeking an opportunity to improve my skills, knowledge and ability. Challenges bring out the best in me and my long term objective is to grow to a managerial position and contribute to the growth of the organization I work with. I am willing to start at the bottom and learn the ropes as I do believe that is the best way to learn and grow.

SHORT PROFILE

I would describe myself as a go getter. I am willing to go the extra mile to accomplish goals and possess the required communication, interpersonal and problem solving skills. Proficiency with computers, ability to learn new things quickly, a knack for making friends and the ability to work under pressure are some of the qualities that best describe me.

YEAR	COURSE	UNIVERSITY / COLLEGE
2008	MECHANICAL DRAFTSMAN	DIPLOMA
2004	HSC	KERALA BOARD
2002	SSLC	KERALA BOARD

Additional Qualification:

2. Successfully completed a two months training in MS Office including MS Windows, MS Word, MS Excel and MS Power Point and in use of internet and email

WORK EXPERIENCE:

❖ **ADAMALLY.S.LLC**, a marine ship chandelling company, Dubai.

Operations coordinator

July 2012-till date

Major Responsibilities:

1. Acknowledge, Reply to queries from various ship owners/ Managements/Agents/ Ship chandler .
2. Supervise data preparators in preparing quotations.
3. Pricing and finalization of quotations with competitive target.
4. Responsible for arranging Smooth and Timely Deliveries to the Vessel.
5. Co-ordinate with Accounts dept for timely funds, receipt/payment.
6. Maintaining daily records of supplying .
7. Maintaining daily records of ship movements.

❖ **Sunil Hitch Engineers & Manufacturing Private Limited, Nagpur**

Period: 2008-2009

Position: Technical Assistant, Piping Department

Projects Lead / Handled:

Responsibilities:

1. Preparation of History Card for Attachment (of pipes)
2. Guiding Shop Floor Supervisors and workers in cutting and manufacturing of pipes based on approved drawings
3. Review of the cut / manufactured pipes for compliance with the approved design specifications.
4. Preparation of revised history card on basis of cut /manufactured pipes and obtaining customer sign off/buy in.
5. Preparation of fit up stage inspection reports.
6. Welding stage inspection report.
7. Liquid penetration examination & final inspection report.
8. Preparation of packing list.

Personal Details:

Date of birth: 18.10.1985
Father's name: S.Kamlalsanan
Nationality: Indian
Languages Known: English, Malayalam, and Hindi

Declaration

I hereby declare that all the information furnished above is true to the best of my knowledge

Place: Pathanamthitta

Date: