

**AMIT CHAUDHARI**  
**MECHANICAL ENGINEER/ADMINISTRATIVE CLERK/SITE ENGINEER**  
India

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UAE Driving License & India Driving License



**Professional Summary:**

My 6 years of experience in the Mechanical Field, Maintenance industry & Production Department has provided me solid base and broad understanding of industry operations and practices. Ability to lead a site, motivate members to perform to potential, and be a team player. Hard working, result oriented, skilled and qualified professional seeking for the challenging post of Administrative Clerk/Document Controller in a Current company where I will get an opportunity to utilize my skills in the field. I would like to exploit my potential for amplifying the profit of the company.

**Areas of Expertise**

**Preparing of all Project File | Site Engineer | Mechanical Engineer | Coordination | Documentation | Arrange Materials | Ceiling Drawing Estimation | Quotation | Invoices**

**Skills**

**Mechanical Engineer | AutoCAD | Microsoft office Excel  
Photo shop | Mail |**

**Work Experience:**

**Arya Interior Décor Abu Dhabi UAE**

**All office Document Work and Visa Process & Project File Prepare  
(February 2020– August 2022)**

**1) Project: HHS Zayed Villa Abu Dhabi**

**Contractor: Deco-vision WLLC Abu Dhabi UAE**

**Designation: ADMINISTRATIVE CLERK (Cum Site Engineer/Estimation of the Ceiling Drawing)**

**Responsibilities:**

- ❖ Estimation of the Ceiling Drawing
- ❖ Preparation of Quotation for the Approval
- ❖ Preparation of Invoices & Tax Invoices and Follow for the Payment
- ❖ Meeting with Client
- ❖ Arranging Materials on Site
- ❖ Handover Site

**2) Project: Mina Palace Wellness Center Abu Dhabi**

**Client: Royal Group Contractor: Decovision WLLC**

**Designation: ADMINISTRATIVE CLERK (Cum Site Engineer/Estimation of the Ceiling Drawing)**

**Responsibilities:**

- ❖ Estimation of the Ceiling Drawing
- ❖ Preparation of Quotation for the Approval
- ❖ Preparation of Invoices & Tax Invoices and Follow for the Payment
- ❖ Meeting with Client
- ❖ Arranging Materials on Site
- ❖ Handover Site

### **3 Project: Modular Villa M,MN,T Sirbniyas Island**

**Client:** Royal Group **Contractor:** Decovision WLLC

**Designation:** ADMINISTRATIVE CLERK (Cum Site Engineer/Estimation of the Ceiling Drawing)

#### **Responsibilities:**

- ❖ Estimation of the Ceiling Drawing
- ❖ Preparation of Quotation for the Approval
- ❖ Preparation of Invoices & Tax Invoices and Follow for the Payment
- ❖ Meeting with Client
- ❖ Arranging Materials on Site
- ❖ Handover Site

### **4 Project: Emirates Palace East Wing Abu Dhabi UAE**

**Client:** KEO International **Contractor:** Decovision WLLC

**Designation:** Site Engineer & Estimation of the Ceiling Drawing

#### **Responsibilities:**

- ❖ Estimation of the Ceiling Drawing
- ❖ Preparation of Quotation for the Approval
- ❖ Preparation of Invoices & Tax Invoices and Follow for the Payment
- ❖ Meeting with Client
- ❖ Arranging Materials on Site
- ❖ Handover Site

### **5 Project: Traditional Villa Mina Palace Abu Dhabi UAE**

**Client:** Royal Group **Contractor:** Deco vision WLLC

**Designation:** Site Engineer & Site Supervisor

#### **Responsibilities:**

- ❖ Guide To Manpower
- ❖ Give The Progress of Project
- ❖ Preparation of Quotation for the Approval
- ❖ Preparation of Invoices & Tax Invoices and Follow for the Payment
- ❖ Meeting with Client
- ❖ Arranging Materials on Site
- ❖ Handover Site

### **6 Project: SK Villa Sirbaniyas island Abu Dhabi UAE**

**Client:** ABNOS Interior Fit out & Joinery

**Designation:** Project Engineer

#### **Responsibilities:**

- ❖ Guide To Manpower
- ❖ Give The Progress of Project
- ❖ Preparation of Quotation for the Approval
- ❖ Preparation of Invoices & Tax Invoices and Follow for the Payment
- ❖ Meeting with Client
- ❖ Arranging Materials on Site
- ❖ Handover Site

## **7 Project: Royal Atlantis Dubai UAE**

**Client:** Deco vision

**Designation:** Site Engineer

### **Responsibilities:**

- ❖ Guide To Manpower
- ❖ Give The Progress of Project
- ❖ Preparation of Quotation for the Approval
- ❖ Preparation of Invoices & Tax Invoices and Follow for the Payment
- ❖ Meeting with Client
- ❖ Arranging Materials on Site
- ❖ Handover Site

## **8 Project: Royal Group 6<sup>th</sup> Floor Building Abu Dhabi**

**Client:** Royal Group

**Designation:** Site Engineer

### **Responsibilities:**

- ❖ Guide To Manpower
- ❖ Give The Progress of Project
- ❖ Preparation of Quotation for the Approval
- ❖ Preparation of Invoices & Tax Invoices and Follow for the Payment
- ❖ Meeting with Client
- ❖ Arranging Materials on Site
- ❖ Handover Site

**Company: RKTS Dubai UAE (26/03/2023 to Till Now)**

**Designation:** Site Engineer & Administrative Clerk & Full Fit out work

### **Responsibilities:**

- ❖ Guide To Manpower
- ❖ Give The Progress of Project
- ❖ Preparation of Quotation for the Approval
- ❖ Preparation of Invoices & Tax Invoices and Follow for the Payment
- ❖ Meeting with Client
- ❖ Arranging Materials on Site
- ❖ Handover Site

**Company: Lucas TVS Limited-Rewari Haryana-India.  
(One year)**

**Designation:** Production Engineer

### **Responsibilities:**

- ❖ Following the 5s
- ❖ POKA YOKA
- ❖ Check Quality of the Materials
- ❖ Manage the Shift
- ❖ Provide Production
- ❖ 3M Following

**Company: Bandma -Gurgaon Haryana-India. (One Year)**

**Designation:** Service Engineer

### **Responsibilities:**

- ❖ Production New Machine
- ❖ POKA YOKA
- ❖ Check Quality of the Machine
- ❖ Maintenance
- ❖ Provide Service
- ❖ Sell Machine
- ❖ Prepare Machine as per Customer Requirement

### **Academic Qualification**

**Bachelor of Technology (B.Tech in Mechanical Engineering)** from IFTM University, Moradabad ,India  
2017.(ATTESTED CERTIFIED WITH UAE)

### **Software skills:**

❖ Auto CAD | MS Office, Excel | Plan Swift,

### **Courses:**

❖ PTC Creo ,AutoCAD

### **Operating Systems:**

❖ Vista, win 7 & 8,10

### **Personal Details**

Name	:	Amit Chaudhari
Date of Birth	:	07-Aug-1996
Father Name	:	Mr.Ram Avtar Chaudhary
Nationality	:	Indian
Marital Status	:	Single
Gender	:	Male
Language	:	English & Hindi

### **Declaration**

I hereby declared all these things are true best of my knowledge

### **Place:**

India

### **Signature:**

Amit Chaudhari