



Jay jashvantbhai Mistri

Date of birth: 01/12/1992 | **Nationality:** Indian | **Gender:** Male |

(+91) 8488809777 | jaym429@gmail.com |

Whatsapp Messenger: +918488809777 |

Anandnagar society, idar, sabarkantha, , Gujrat , india , 383430, Gujrat , India

About me:

To use my abilities and training as a site supervisor assistant to help growing company meet or exceed overall goals while also enhancing my career.

WORK EXPERIENCE

01/01/2020 – 30/12/2021 – Gujrat, India

CONSTRUCTION SITE SUPERVISOR – PRIVATE COMPANY

Construction general supervisors keep track of the proceedings of all stages in the building process. They coordinate the different teams, assign tasks, and resolve problems.

Also known as construction site supervisors, site supervisors **monitor the progress of construction projects and ensure compliance with construction safety regulations**. They supervise construction workers and subcontractors, educate construction workers on site safety practices, and evaluate employee performance.

Responsibility :

Supervise sub-contractors by selecting and evaluating them as well as monitoring and controlling their performance

Travel to and supervise multiple sites during the course of a day

Accomplish project goals by defining scope and purpose of the project, determining required resources, allocating resources, establishing protocols and standards, scheduling staff, resolving design problems, evaluating deadline estimates and adjusting as needed, and implementing change orders

Fulfill human resource needs by hiring, training, scheduling, assigning, coaching, and disciplining employees; adhering to procedures and policies; recommending compensation; and communicating job expectations

Meet construction budget by providing capital budget and annual operating information, identifying variances, and monitoring project expenses

Approve projects by gaining approvals from buyers and performing inspections at critical phases

Meet operational standards by resolving problems, contributing information to strategic plans, and identifying improvements

Maintain healthy and safe work environment by enforcing procedures and standards and complying with legal regulations

Prevent interruptions and fines by enforcing and fulfilling codes

EDUCATION AND TRAINING

India

HIGHER EDUCATION CERTIFICATE 12TH – Education board gujrat

● LANGUAGE SKILLS

Mother tongue(s): **HINDI** | **ENGLISH** | **GUJARATI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	A1	A1	A2	A1	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Microsoft Word | Microsoft Powerpoint | Social Media | Outlook | Microsoft Office

● DRIVING LICENCE

Driving Licence: A1

Driving Licence: B1

● HOBBIES AND INTERESTS

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My hobbies are going to the cinema, spending time with my family and friends and babysitting for family members. I also enjoy meeting new people which is also why I have been a volunteer at my local Youth Community Society for the past two years, Recently, I have voluntarily worked at a private nursery to complete my NVQ level 2 in Childcare and Development - something which I am really proud of.

● COMMUNICATION AND INTERPERSONAL SKILLS

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Active listening means listening to others with the purpose of gathering information and engaging with the speaker. Active listeners avoid distracting behaviors while in conversation with others, This can mean oway or closing laptops or mobile devices while listerning, and asking and answering questions when Suand prompted. Dependability Dependable people can be relied on in any given situation. This can include anything from being punctual to keeping promises. Employers highly value dependable workers and trust them with important tasks and duties.