**RESUME OF KYPILLY MAHESH UNNI**

*ADDRESS FOR CORRESPONDENCE*

*F/7 , SECTOR 8-A , NIRNAY NAGAR , AHEMEDABAD ,*

*PIN CODE-382421. TEL NO : 079-27621614 (LAND LINE)*

*MOBILE NO: 09544159479( SELF) , 9486043687/9723817011(UNCLE)*

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***OBJECTIVE***

Seeking a suitable placement in an organisation preferably in the field of either inventory control , accounting , commercial or administrative level where the scope of skills are vast and the area where these skills can be utilized in a most effective manner and a position that demands a continuous improvement and growth within the organisation

**QUALIFICATIONS & SKILLS**

1. Bachelor of Commerce (B.Com)
2. Diploma in Travel & Tourism
3. Knowledge of English Typing
4. Diploma in Computer Applications
5. Certified course in Accounting Package Tally 6.3
6. Basic course in computer

WORK EXPERIENCE

1.(MAR 2014-APR 2014)

**Worked with Six Construct Ltd (WLL) QATAR (ON A BUSINESS VISA)**

***As a Store Keeper.***

Worked in the central Stores, Duties include complete incharge of organizing & refurnishment of centralized stores. Reporting directly to the head office management. Other duties include preparing the related store reports on a monthly basis.

1 (JAN 2006-MAR 2014)

**Worked with Six Construct L.L.C U.A.E**

***As a Store Keeper***

Complete activities related to a particular project right from purchasing of materials , all the documentation relating to the stores department including general correspondence , interaction between the project departmental heads as well as the project management level. Direct contact with the purchase department at the Head office & suppliers for the procurement of the related materials concerning to a project.

**Projects Involved :**

1. ***DUBAI MARITIME INFRASTRUCTURE (DMI)- DUBAI.***

***Consultant : HALCROW INTERNATIONAL***

*Duties in the Project****.***

Preparing manual requisitions for the materials required for the project , sumbmission of monthly reports to the main site office after monthly stock taking in the site.

***2 AL GURM RESORT DEVELOPMENT (MGR) ABU DHABI***

**Consultant : Parsons International & Dar Al Hindash.**

Duties in the project.

Preparing SRV(Store Reciept Voucher) & SIV( Store Issue Vouchers) , Preparing monthly store reports to the head office , Preparing manual requisition and follow up of the materials with the head office & suppliers. Dealing with the concerned departments for the regarding the supply & delivery of the items which are coming in the store.

**3. RE INSTALLATION OF AJMAN WASTE TREATMENT PLANT (AWV) AJMAN**

Duties in the project :

An overall look out for the requirement of the materials in the project , preparing monthly reports and forwarding it to the head office. Dealing with the suppliers in case of emergencies for the requirement & follow up of materials.

**4. AL SAFOUH TRANSIT SYSTEM PROJECT (TRA & TR2) DUBAI**

**Consultant : Systra**

Duties in the project :

Complete control of the Diesel Record , viz the daily issuance to the site , balance stock quantity , Keeping a record of Hire Equipments , Dealing with Site Departmental Heads for material delivery to the various sections of site. Keeping a track of Sweet Water , Waste Water , Rubbish Details .

*Worked as a part time accounts assistant in the absence of the original accounts assistant.*

Duties include :

Billing & Invoicing of materials , preparing receipt vouchers , journal entry posting etc.

1. (May 01-Dec 04)

**Worked with Greenline Interiors Co L.L.C Sharjah**

***As a Time Keeper***

1. Taking the daily attendence of the employees
2. Preparing the daily manpower allocation reports
3. Checking the daily time sheets of the employees (Labour Cards)
4. Preparing the monthly manpower hour reports
5. Preparing the monthly time sheets of employees
6. Calculation of manpower hours on all job orders and projects
7. Weekly reporting to the financial manager about the work done.

Also worked as a partime supporter in the field of Logistics especially at the time of stock taking and other supportive roles to the main warehouse head

3 (May 97-Apr-01)

**Worked with Al Naboodah Readymix Concrete Dubai , U.A.E**

**As a Shipping Officer in the Concrete Production Department**

Duties include the complete in charge of concrete delivery to various sites , ordering of cement , ice , admixtures and other related materials which are required for the production of the concrete , controlling trucks and drivers at the time of despatch of concrete & Occassional visits to the sites in the absence of superior officer when and wherever needed.

**As an Office Assistant**

Duties include the preparation of Material Reciept Notes (MRN) for the various materials received , Checking the concrete delivery notes despatched on the previous day and allocating it according to the sitewise , preparing of trip sheet of the trucks and the trips taken by the drivers & submitting reports to the senior management on a monthly basis regarding the total concrete supplied to various parties. Other responsibilities include Office Administration , Independent Correspondence , Computer Operations etc.

**PERSONAL DETAILS**

Date of Birth : 16th November 1975

Nationality : Indian

Marital Status : Married.

Languages Known : English , Malayalam , Hindi & Spoken Tamil.

***PERMANENT ADDRESS***.

KYPILLY MAHESH UNNI , PADMAJALAYAM ,

P.O THOTTIPPAL , THRISSUR DIST

KERALA STATE , PIN CODE 680310