**CURRICULAM VITAE**

**HARIDASAN.V.N.**



**Contact No:0097477569392**

**Email: -**[**haridasan\_vn@yahoo.com**](mailto:haridasan_vn@yahoo.com)

**Contact Address in India:-**

**“SOURABHAM”, CHERUTHURUTHY POST,**

**TRICHUR DISTRICT, KERALA STATE, INDIA.PIN 679531.**

**Contact No: 0091 9847688380/0091 4884263545.**

**Post Applying for: STORE-KEEPER/DATA ENTRY OPERATOR/OFFICE CLERK/SECRETARY**

***OBJECTIVE*:-** “Seeking a position to utilize my professional knowledge with **13 years**  of work experience in Construction , IT field & MEP field, through highest level of commitment towards an Organization’s growth and profit.”

***SKILLS & QUALIFICATIONS:-***

* Good Correspondence skill.
* Good Communication skill.
* Accuracy in Calculations.
* Typewriting High Speed.
* Well versed in Microsoft Office.
* 6 Months experience as Clerk in L.I.C of India, Branch Wadakkanchery, Trichur Dist, Kerala.
* 6 Months experience as Clerk in Head Load Workers Union Office, TrichurBranch, Kerala.

***10+YEARS EXPERIENCE IN U.A.E:-***

**JOB TITLE : STORE-KEEPER /SECRETARY**

: BECON Construction Ajman for 6 years (from 2002 to 2008)

**JOB TITLE : STORE-KEEPER.**

: TERNA.S.A, GEK Group, Sharjah Branch from 12-10-2008 to 14-8-2011 .

**JOB TITLE : STORE-KEEPER.**

**: BILDON STEEL INDIA LTD,** Coimbatore, Tamil Nadu,20-10-2011 to 31-12-2011.

**JOB TITLE : ASST MANAGER**: GTECH ADVANCED SYSTEMS LLC, Fujirah, U.A.E since 10-Jan-2012 to 10-Feb-2015.

**JOB TITLE: STORE-KEEPER: TRANSGULF ELECTROMECHANICAL W.L.L,Qatar Doha.Since 10-March-2015 to till date.(The largest Construction Project** [**Msheireb**](https://www.google.com/search?q=msheireb+downtown+doha+phase+3&newwindow=1&espv=2&tbm=isch&tbo=u&source=univ&sa=X&ved=0ahUKEwj8jdfDnNTJAhXDkA8KHSkqBcUQsAQIKQ) **Down Town Doha,Qatar)**

***RESPONSIBILITIES INCLUDED:-***

* Coordinating with Senior Store-Keeper.
* Preparing of Material Requisitions as per site requirements.
* Receiving of L.P.O.
* Checking& Receiving of Materials as per the Material Request and L.P.O.
* Preparing SRV’s with D.O and L.P.O.
* Preparing of necessary Records of Materials issuing to Site.
* Physical Counting of Fixed Assets, Usable materials and Scrap.
* Monthly Stock taking &Preparing of Inventory Records.

***COMPUTER LITERACY:-***

**M.S Office**: Ministry of Education & Youth, U.A.E.

**TALLY** : Ministry of Education & Youth, U.A.E.

**OPERATING SYSTEMS: GALLANT & ORACLE**

***EDUCATIONAL QUALIFICATIONS:-***

**S.S.L.C** : KERALA GOVT.

**PRE-DEGREE** : CALICUT UNIVERSITY

**B.COM (Cost Accounting)** : CALICUT UNIVERSITY, KERALA, INDIA.

***PERSONAL DATA:-***

Mother’s Name : Laskhmy.V.

Sex : Male.

Nationality : Indian.

Date of Birth : 29-12-1967.

Marital Status : Married.

Religion : Hindu.

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

***PASSPORT DETAILS:-***

Passport No : P 1616753

Date of Issue : 13-6-2016.

Date of Expiry : 12-6-2026

Place of Issue : COCHIN.

**Visa Status** : Valid till 09-03-2017.

**Notice period** : Can join duty April-2017.

**Salary Expecting** : 4000 AED+ Accommodation & Transportation

I hereby declare that the above information are correct to the best of my knowledge

QATAR,

17-02-2017. **HARIDASAN.V.N**.