

RESUME

DHAMODHARAN ELUMALAI

MOBILE: +91 8148051732

EMAIL ID: dhamocivil101@gmail.com

Career Objective:

Eager to work in an Organization where exist an opportunity to learn and where I can Prove through my interpersonal skill and analytical abilities and help in achieving organizational objective.

Educational Qualification:

- Diploma in civil engineering (DCE) in 2012 from MIT Polytechnic College with 60%

Professional Experience:

1.Worked with **SRM Construction Pvt Ltd**. The premier structural Company engaged in Construction Works as a **GET** from May 2012 to July 2014 (1x600MThermalPowerProject Mettur,Salem (Tamilnadu)).

2.Worked with **SSS Connstruction Local contract Under (Maducon infra ltd)** engaged in Construction Works as a Maintainence Engineer from Sept 2014 to till June 2016 Highway Maintainence, Project Madurai to tuticorn & Kovil patty to Kanyakumari (Tamilnadu)

3.Worked with **SRC Project Private Limited** The premier structural company engaged in Construction works as a Engineer Civil From July 2016 to Oct 2017 **Sojitz Motherson Industrial Park (Tamilnadu)**.

4.Worked with **M/s Al Tasnim Enterprises LLC** The premier structural company engaged in Construction works as a **Material Coordinator** from October 2017 to October 2021, Construction of Border Post Complex for Rop and Hospital Project For MOH ,Oman/UAE Border (Oman)

Packages Known:

- Microsoft Office, Excel.
- SAP
- Auto CAD

Knowing Language:

Tamil, English, Hindi

Operating System Known:

Dos,

Windows 98/2000/XP

Strength:

- Time Management, Determination & Hard work.

Major Responsibilities For Site Execution,

Performed entire range of project management activities and integrated efforts of cross functional teams and interest groups to ensure project delivery within defined time.

Maintained perfect coordination with sub-contractors to clear any possible ambiguities ensuring bottleneckfree work execution.

Meticulously observed quality systems and procedures. Ensured compliance with statutory provisions relating to HSE.

Carried out work measurements and took the Quantities for the entire works done at site.

Held review meetings with sub-contractors, site engineers to assess work progress and ensured that work is performed by the subcontractors as per agreed contract terms.

Verified and authenticated sub-contractors bills.

Successfully managed expansion projects, new projects and maintenance works.

Roles & Responsibilities For Stores and Procurement

Creating and Making PR for Construction Materials and tracking Up to Material receiving at Site

Accounting of receipt and issue through **SAP**

Supervision of materials receipt, verifying, sorting/binning of materials, preparation of Material Receipt Report, Carrying out preservation of materials and accounting of receipt through computer on line stores management package.

Supervision of materials issuing to various departments, accounting of materials and maintaining up to date records.

Computerized data generation of receipt & issue records including Material Receipt Report, Material Discrepancy Note, Material Issue Vouchers, Material Return Notes, Periodic Stock reports etc.,

Carrying out periodic stock verification.

Monitoring & follow up with supplier for timely receipt.

Supervision of material handling activities.

Supervision of helpers/riggers working in warehouse for material preservation, material handling, housekeeping work etc.,

Preparing the SAP-GRNs & Service entry Sheet

Working on the Material Issues Manual as well as SAP.

Maintenance the Non moving and Material Ageing report Registers.

Maintenance the Stock statements month wise / Weekly on SAP as well as manually.

DECLARATION:

Above said details are true to best of my knowledge and belief.

Place:Mettur,Salem(Dt)

Dhamodharan Elumalai