



JACKS JACOB SAJU

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ADDRESS:

PALLIYAMPIL (H)

WEST OTHERA PO

THIRUVALLA, PATHANAMTHITTA

KERALA, INDIA

OBJECTIVES

Seeking a suitable position in a challenging environment where my technical and analytical skills can be utilized to its maximum potential for the betterment of the organization.

PROFESSIONAL EXPERIENCE

**Organization : DHEERAJ REALITY
RKW DEVELOPERS PVT LTD, MUMBAI, INDIA.**

**Designation : MEP Junior Engineer
Period : March 2016 to Present.**

- **Principal Responsibilities:**
- **Anchoring on-site construction activities to ensure completion of project within the time & cost parameters and effective resource utilization to maximize the output.**
- **Ensuring on time delivery of materials to be supplied by us without hindering activity.**
- **Preparing of fortnightly/ monthly Progress Reports with Look Ahead Work Report, Cash Flow Statement and Cost Control Reports.**
- **Finalization of requirements & estimates and Preparation of tender documents & specifications.**
- **Supervision in all M.E.P works coordinating with contractors ensuring smooth movement of works at site.**

- Bills verification and proper documentation works for ensuring proper hand over works procedure to clients.
- Previous projects – AUGUST HOUSE & INSIGNIA (Ultra Space) Mumbai, India.
- Current Project – LIV SMART Mumbai, India.

**Organization : ANMOL METALS AND ALLOYS, BHANDUP,
MUMBAI, INDIA**

Designation : Works Manager

Period : January 2015 to February 2016

- Principal Responsibilities:
- Coordinating production activities with procurement to maintain adequate stock of raw materials.
- Inspection of plant and machinery and supervising the maintenance and up-keep of the same.
- Quality control of the finished products.

Organization : SARK SPICE PRODUCTS PVT.LTD, KERALA, INDIA

Designation : Trainee as Mechanical Maintenance Engineer

Period : June 2014 to Dec2014

- Principal Responsibilities:
- Prepare Process documentation, Training documents and Standard Operating procedures.
- Provide support and report to Supervisor in a timely fashion.
- Making better understanding about the production and machine operating.

ACADEMIC QUALIFICATIONS

- *Bachelor of Engineering (Mechanical Engineering)* from Annai Vailankanni College of Engineering, affiliated to Anna university Chennai (2010 – 2014).
Percentage of Score: 69.5%
- IELTS score overall : 6

AREAS OF INTEREST

- Design

SKILL SETS

- AUTO CAD

- Strength of materials
- Automobile
- Power Plant

- MS Office
- MS Excel
- MS POWER POINT

PERSONAL DETAILS

- Name : Jacks Jacob Saju
- Date of Birth : 13/May/1992
- Languages Known : English, Hindi, Malayalam and Tamil
- Nationality : Indian
- Marital Status : Single
- Driving license : 27/1909/2010
- Passport no. : MO358339
- Passport date of Issue : 23/07/2014
- Passport date of Expiry : 22/07/2024

REFERENCE

- Mr. Vijay Guptha (Associate Vice President) - MEP, DHEERAJ REALTY.
vijay.guptha@dheerajrealty.com Mobile: +91 9821610819
- Mr. Nilesh Khadtar (Senior Manager) - MEP, DHEERAJ REALTY.
nilesh.khadtar@dheerajrealty.com Mobile: +91 9819864640

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date: - 05/07/2018

JACKS JACOB SAJU

Place: - Mumbai , India