

CURRICULAM VITAE

HARIDASAN.V.N.

Contact No:0097477569392

Email: -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 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.