

# SOORAJ SHEMBAGARAJAN AMBIKA

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## Objectives

I am seeking opportunities to join a company that can help me in enhancing my skills, strengthening my knowledge and realizing my potential. I am willing to explore a wide variety of opportunities that can help me gain perspective.

## WORK EXPERIENCE

### AL MUHAIDIB NATIONAL FACTORY FOR FIBREGLASS WLL (Saudi Arabia)

**Position: Process Associate**

**Duration: Dec 2017 - Dec 2019**

- Satisfied our customer's large orders quickly, correctly, and to their standards.
- Working with team members to come up with new concepts and products analysis.
- Checking materials and work in progress for compliance with the specified requirements
- Setting out the works in accordance with the drawings and specification.
- Analyze molding defects, and process parameter adjustments within validated limits to achieve optimum quality results.
- Ensuring all documents are as up to date as possible within electronic filing systems.
- Maintaining a tracking facility to enable documents to be updated easily. Checking dispatch documents are accurate.
- Excellent ability to recognize needs for vehicle maintenance & other requirements.
- Preparing log sheet on daily basis & responsible for the record such renewal of vehicle registration all inclusive.
- Greeting prospective customers and members.

### AL ALWAN CONTRACTING LLC (QATAR)

**Position: Operations Coordinator**

**Duration: (April 2021 - Present)**

- Implement traffic control plans and procedures for closures or repair construction projects.
- Read specifications, such as blueprints, to determine construction requirements or to plan Procedures.
- Coordinate work activities with other construction project activities.
- Record information such as personnel, production or operational data on specified forms or Reports.
- Resolve individual and group performance issues in a timely manner to motivate and foster Teamwork.

## ACADAMICS

Qualification	Year of passing	School /college
B.com(General)	2016	Scott Christian college, Nagercoil, India
Higher Secondary	2013	PIUS 1X HIGHER SECONDARY SCHOOL (THOOTHOR TAMILNADU)
Secondary School	2010	PIUS 1X HIGHER SECONDARY SCHOOL (THOOTHOR TAMILNADU)

## KEY ACHIEVEMENT

- Able to show creativity and innovation in solving problems.
- Enthusiastic and ability to work under pressure.
- Good problem-solving skills.
- Ability to cope up with different situations.
- Enthusiastic and quick learner.
- Team Working, combine with others, often with multidisciplinary teams, to achieve goals.
- Planning and Decision Making,
- The ability to plan, priorities and make judgment On the basis of a range of available data, to deadlines and under pressure.
- Multitasking and Prioritization
- Professional and smart presentation
- Shipping and receiving
- Responsibility

## SKILLS

- MS Office
- Diploma in Tally ERP9
- Work under Pressure
- Self-motivated, personable, dependable, quick learner, hard-working.
- Valid Qatar Driving License (Light) vehicles
- Professional and smart presentation

## PERSONAL DETAILS

- **Name:** Sooraj Shembagarajan Ambika
- **DOB:** 25 May 1994
- **Languages known:** - Tamil, English, Hindi, Malayalam
- **Passport Number:** M4506431
- **Qatar ID No :** 29435633596
- **Driving License:** Valid Qatar Driving License (Light)
- **Visa Status :** Transferable

**Place:** Doha - Qatar

**Date:**

(SOORAJ S.A)