

# **Curriculum Vitae**

***AJAYAN YESUDASAN***

*Doha - Qatar*

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## **Career Objective**

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

## **Academic Profile**

- Industrial Training Certificate
- Secondary School Leaving Certificate

## **Other Computer Proficiency**

- *Diploma in MS-Office*

## **CAREER PROFILE - 01**

**Job Title: SITE COORDINATOR**

***Company Name: “Empire United Trading & Contracting” – Doha -Qatar (April 2023 to Present Date)***

**Job Description & Responsibilities:**

- Managing projects from beginning to end, including planning, scheduling, budgeting, coordinating with other teams, and supervising workers
- Evaluating safety standards on site and enforcing regulations to ensure worker safety.
- Overseeing the bidding process for contracts and hiring subcontractors or outside labor when necessary
- Managing the project budget, including ordering supplies and materials as needed
- Directing and overseeing all aspects of construction projects from start to finish, including scheduling and organizing workers' tasks and materials.
- Ensuring that all projects are completed on time and within budget by managing daily operations such as equipment maintenance and labor scheduling.
- Reviewing blueprints and other plans to determine how best to implement a new construction project.
- Working with architects, engineers, contractors, and subcontractors to develop construction plans and schedules.
- Developing and enforcing safety standards, policies, and procedures for the workplace.

## CAREER PROFILE - 02

***Job Title: SITE COORDINATOR***

***Company Name: Servico Group – Doha -Qatar (February 2022 to February 2023)***

Job Description & Responsibilities:

- Managing projects from beginning to end, including planning, scheduling, budgeting, coordinating with other teams, and supervising workers
- Evaluating safety standards on site and enforcing regulations to ensure worker safety.
- Overseeing the bidding process for contracts and hiring subcontractors or outside labor when necessary
- Managing the project budget, including ordering supplies and materials as needed
- Directing and overseeing all aspects of construction projects from start to finish, including scheduling and organizing workers' tasks and materials.
- Ensuring that all projects are completed on time and within budget by managing daily operations such as equipment maintenance and labor scheduling.
- Reviewing blueprints and other plans to determine how best to implement a new construction project.
- Working with architects, engineers, contractors, and subcontractors to develop construction plans and schedules.
- Developing and enforcing safety standards, policies, and procedures for the workplace.

## CAREER PROFILE - 03

***Job Title: HR ASSISTANT***

***Company Name: Red Links Construction W.L.L, Doha -Qatar (August 2017 to February 2020)***

Job Description & Responsibilities:

- Performing administrative duties, such as maintaining employee databases and sorting emails for the HR department.
- Maintaining proper records of employee attendance and leave to assist with payroll duties.
- Assisting the HR Manager in policy formulation, hiring and salary administration.
- Submitting online job postings, shortlisting candidates and scheduling job interviews.
- Coordinating orientation and training sessions for new employees.
- Serving as a point of contact, providing smooth communication with employees and timely resolution to their queries.
- Managing and coordinating schedules for the HR department, including meetings and events.
- Ensuring compliance with employment and labor laws.

## CAREER PROFILE - 04

**Job Title: Office Admin**

**Company Name: Eternal Contracting W.L.L, Doha-Qatar (August-2010 to February-2014)**

### Job Description & Responsibilities:

- Coordinate activities throughout the company to ensure efficiency and maintain compliance with company policy.
- Supervise members of the administrative staff, equally dividing responsibilities to improve performance.
- Manage agendas, travel plans and appointments for upper management.
- Manage emails, letters, packages, phone calls and other forms of correspondence.
- Support bookkeeping and budgeting procedures for the company.
- Create and update databases and records for financial information, personnel and other data.
- Track and replace office supplies as necessary to avoid interruptions in standard front office procedures.
- Submit reports and prepare proposals and presentations as needed.

### PROFESSION EXPERIENCE OF INDIA:

Assist colleagues whenever there is an opportunity to do so

- *Worked as a “Site In-charge” in Raija Solar, Falnir, Manglore, Karnataka.India (April 2020 - December 2021)*
- *Worked as a “Site In-charge” in Raija Solar, Falnir, Manglore, Karnataka.India (March 2014 – June 2017)*
- *Worked as a “Technician” in Kasca Inverters Ernakulam, Kerala, India (March 2008 - March 2010)*
- *Worked as a “Technician” in Haronics Electronics, Thevally, Kollam– 691 001, Kollam, Kerala, India (January 2004 – February 2008)*
- *Worked as a “Senior Technician” in Paduva Electronics, Venkekkara, Kollam-691601, Kerala, India (January 1995 - December 2003)*

### Strengths

- *Self Confidence.*
- *Adaptable to Changes.*
- *Good Leadership Qualities.*
- *Sincerity in Works.*

### Special Interest

- *Interest to work hard to achieve the next position of the job.*
- *Surfing Net.*

### Personal Profile

Name : Ajayan Yesudasan  
Father's name : T. Yesudasan  
Place & Date of birth : Kollam- Kerala  
Date of birth : 02/05/1974  
Nationality : Indian  
Gender : Male  
Marital status : Married  
Hobbies : Reading, Music, Sports  
Languages Known : English, Hindi & Malayalam

### Passport Details

Passport No. : P 9541000  
Place of Issue : Trivandrum  
Date of Issue : 05/05/2017  
Expiry Date : 04/05/2027

### Qatar I.D Details

QID No : 27435627231  
QID Expiry : 20/04/2025

### Qatar Driving License Details

Driving License : Light Driver  
Issue Date : 09/05/2012  
Expiry Date : 18/11/2028

### Comments

I am a hard worker. Sincere and honest in discharging the duties well and matured in handling the work more effectively without any scope of reminder. Dedicated to work and hence my previous employers awarded appreciations for my excellent work. I promise the same quality services will be discharged in your esteemed organization.

### Declaration

I hereby declare that the above details are true to the best of my knowledge and belief. I assure you sir, if I am given a chance, I will execute my work to the fullest satisfaction of my superiors.

*Place: Doha*

*Applicant Signature* \_\_\_\_\_ *Date* \_\_\_\_\_