



SIJIN JAKSHAN

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LANGUAGES

- Malayalam
- English
- Hindi
- Tamil
- Arabic

EDUCATION

- Govt. ITI Thottada, Kannur, Kerala-06/2013
Draughtsman Civil
- Govt. Vocational Higher Secondary School, Kannur, Kerala-03/2011 – *Plus Two- Civil Construction & Maintenance*
- Govt. Technical High School, Kannur, Kerala-03/2007 – *THSLC – Motor Mechanic*

SOFTWARE

- Microsoft Office
- AutoCAD 2D

SKILLS

- Highly organized, detail oriented
- Adapts to changes quickly
- Customer service
- Effective and attentive speaking and listening

PROFESSIONAL SUMMARY

Versatile and skilled professional with over 10 years of experience in diverse roles, including Driver, Technician, and Site Supervisor. Proven ability to manage logistics and transportation while ensuring timely delivery of materials and equipment. Strong technical expertise in installation and maintenance of systems, coupled with hands-on experience in supervising construction sites. Adept at coordinating teams, ensuring safety compliance, and optimizing operations to enhance efficiency and project outcomes. Committed to delivering high-quality results and fostering a collaborative work environment.

WORK HISTORY

Driver/Messenger - 08/2022 to Present Beyond Traders - Doha, Qatar

- Transported documents, packages, and parcels between company locations and clients with accuracy and efficiency.
- Provided exceptional customer service by addressing client inquiries and ensuring that deliveries met their expectations.
- Maintained accurate records of all deliveries and prepared reports on vehicle conditions and mileage

Heavy Driver - 12/2020 to 06/2022 Indus Motor Company Private Limited, Kerala, India

- Delivered sensitive documents and valuable parcels, ensuring confidentiality and security at all times.
- Performed daily vehicle inspections and reported any maintenance issues promptly.
- Built positive relationships with clients by delivering on time and handling packages with care.
- Managed cash transactions, receipts, and delivery records for accurate documentation.

Water Purification Technician – 09/2018- 10/2020 Eureka Forbes, India

- Installed, maintained, and repaired a variety of water purification systems, ensuring optimal performance and compliance with health standards.
- Conducted routine inspections and troubleshooting of equipment, diagnosing issues and implementing effective solutions.
- Provided technical support to customers, educating them on proper usage, maintenance, and troubleshooting techniques.

Site Supervisor - 12/2014 to 05/2018 JK Construction, Ernakulam, Kerala, India

- Conducted daily site inspections to ensure compliance with safety regulations
- Implemented quality control measures that increased overall project quality.
- Monitored materials and inventory, optimizing supply orders