



PRAVEEN PALAMADATHIL

ADMIN&TRANSPORTATION SUPERVISOR

OBJECTIVE

Strong problem-solver and analytical thinker seeks administrative position to improve the workflow and processes in an office setting through the application of two years of administrative experience and excellent communication skills.

ABOUT ME

- Doha, Qatar
- 30992910
- pnpalamadathil84@gmail.com

SKILL

- office admin works skill ● ● ● ● ○
- site safety skills ● ● ● ● ○
- site & office supervising skill ● ● ● ● ○
- company internal auditing skill ● ● ● ● ○
- overall supervising skill ● ● ● ● ○
- office realed computer skill ● ● ● ● ○

INTEREST

EDUCATION

2003/06

2006/07

UNIVERSITY OF CALICUT

Bachelor Degree

University of Calicut offers a comprehensive Bachelor's Degree program that equips students with essential skills for professional success.

- Rigorous coursework in chosen field with hands-on learning opportunities
- Internship and job placement assistance for real-world experience
- Faculty with extensive industry experience and global perspectives
- State-of-the-art facilities and resources for academic and personal growth

2007/07

2008/10

BHARATHIYAAR UNIVERSITY COIMBATURE

Diploma in fire and industrial safety engineering

The Diploma in Fire and Industrial Safety Engineering by Bharathiyaar University, Coimbatore is a premier program designed for aspiring safety professionals.

- Rigorous curriculum focused on fire safety, industrial hazards, risk management, and emergency response.
- Hands-on training with state-of-the-art equipment and real-world simulations.
- Recognized qualification by top industries for career advancement.
- Highly qualified faculty with extensive experience in the field of safety engineering.

EXPERIENCE

SOCIAL

f facebook.com/

t twitter.com/

in linkedin.com/

LANGUAGE

English ●●●●○

Hindi ●●●●○

Malayalam ●●●●●

Tamil ●●●●○

2009/11

2014/05

SABIC PETROCHEMICAL PLANT IN SAUDI

ARABIA

safety supervisor

As a safety supervisor for Sabic's petrochemical plant in Saudi Arabia, I am dedicated to promoting a safe work environment. With my extensive experience and skills, I am committed to:

- Conducting regular safety inspections and audits
- Implementing and enforcing safety protocols
- Providing effective training for employees
- Investigating and reporting any incidents or hazards

I am driven to continually improve safety measures and ensure the well-being of all staff

2015/10

2021/07

GROUPTEN INTERNATIONAL HEAVY

EQUIPMENT RENTAL WLL

admin & transportation supervisor

As an Admin Supervisor at Groupten International Heavy Equipment Rental WLL Company, my responsibilities include:

- Managing a team of administrative staff
- Overseeing day-to-day office operations
- Maintaining records and generating reports
- Providing efficient support to senior management.

With excellent organizational skills and a strong attention to detail, I strive to ensure smooth and efficient functioning of the company's administrative processes, contributing to its success and growth.

2024/02

REEM YARD INTERNATIONAL

TRANSPORTATION WLL

sales manager

As a dynamic sales manager for Reem Yard international transportation wll, I have a proven track record of driving sales growth and exceeding targets. With over 10 years of experience, I am a results-oriented leader with strong communication skills and a strategic mindset.

- Develop and implement sales strategies to increase revenue and market share
- Collaborate with cross-functional teams to ensure seamless service delivery
- Identify new business opportunities and build strong relationships with clients