



## SURESH KUMAR C

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Kerala, India

### PERSONAL DOSSIER

Date of Birth : 13/05/1975

Gender : Male

Nationality : Indian

Marital status : Married

Religion : Hindu

### PASSPORT DETAILS

Passport No. : V8742874

Date of Issue : 06/06/2021

Date of Expiry : 05/06/2031

### DRIVING DETAILS

Valid Qatar Driving License

## SUMMARY

Highly capable site manager with talents in direct project planning and management. strong understanding of inspection compliance and building code. Highly skilled in devising blueprints, budgets, estimates and building plans.

Efficient and qualified site manager with several years of experience in site supervision. Outstanding projects are done ahead of schedule and under budget resourceful, reliable and dedicated to profitability and safety. Adaptable professional with a quick-learning ability and a talent for adaptable professional with a quick- learning ability and a talent for adjusting to new environment. Skilled in rapidly acquiring new knowledge and applying it effectively. Driven by a passion for continuous learning and successfully navigatin change.

## Skills

- \* Reading Blueprints
- \* Site Inspection and Management
- \* Multitasking and Organization
- \* Team Leadershipproblem-Solving
- \* Safety Procedures
- \* Site Safety
- \* Project Management
- \* Procedures Development
- \* Subcontractor Management
- \* Staff Management
- \* Material Procurement
- \* Workforce Planning
- \* Documentation Management
- \* Emergency Assistance
- \* Management
- \* Documentation and Reporting
- \* Procurement Management
- \* Technical Knowledge
- \* Customer Relationship Management
- \* Operations Management

## EXPERIENCE

Site Manager

Doha, Qatar

Tech trade doors installation and maintenance / Dec 2010 to Aug 2024

- Managed daily operations of the site, including staff and contractors.
- Ensured compliance with safety protocols, regulations and standards.
- Developed strategies to improve operational efficiency and reduce costs.
- Monitored job progress to ensure quality standards were met.
- Coordinated workflow between departments to maximize productivity.
- Scheduled maintenance tasks and ensured all equipment was functioning properly.
- Responded promptly to customer inquiries or complaints.
- Maintained records of inventory, assets, personnel and other relevant data.
- Analyzed reports to identify areas for improvement in performance or cost savings.
- Personnel to maintain high levels of quality and performance.

- Prepared budgets and monitored expenses to stay within allocated limits.
- Performed inspections of the facility on a regular basis to ensure security measures were followed.
- Provided training opportunities for existing staff in order to enhance their skillset.
- Monitored worksite personnel to maintain high levels of quality and performance.
- Maintained daily communication with subcontractors and inspectors to drive forward progress of project.

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Purchasing Manager  
Kerala, India.  
Cherukutty son's/ Oct 2007 to Nov 2010

Site Co ordinator  
Dubai, UAE  
White aluminum automatic door/Aug 2003 to Sep 2007

- Organized and managed logistics for multiple events.
- Maintained accurate records of event activities and expenses.
- Developed and implemented marketing plans to promote events.
- Created communications materials including brochures, flyers, posters.

Site Supervisor  
Dubai, UAE  
Bindasmas doors/May1998 to Sep 2002

- Managed and supervised a team of 10+ site staff members to ensure safety, quality control and efficient operations.
- Organized daily workflow for the team, ensuring tasks were completed on time and within budget.
- Conducted regular training sessions with staff to ensure compliance with company policies and procedures.
- Scheduled and coordinated resources for all maintenance activities in order to meet project deadlines.
- Reviewed drawings, specifications, change orders and other documents associated with projects prior to start of work onsite.
- Coordinated material deliveries from suppliers according to project needs.

## **EDUCATION AND TRAINING**

### **Bachelor of Computer Applications**

Kerala

### **High school Diploma**

Government Higher Secondary School 1994

Negamam, Pollachi

## **LANGUAGES**

**English:** B1

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Intermediate

**Malayalam:** C1

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Advanced

**Tamil:** C1

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Advanced

**Hindi:** A2

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Elementary