

# CURRICULUM VITAE

**DILSHAD V J**

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## OBJECTIVE

Seeking assignments in Production, Planning / Project Execution with an organization of repute

## SUMMARY

About 11 years of working experience in various mechanical maintenance divisions including in the field of Oil & Gas refinery, MEP having good experience in the field of fabrication of piping, pipe supports, structures, vessels, valves, quality control, heat exchanger etc. Job includes project resources planning, manpower and machinery allocation, preparation of method statements has been done in various sites. To supervise complete the projects in the specified time and budget. Maintain good relations with contractor/client by communicating with them for their requirements as per contract. Study the scope of work thoroughly to complete the scope within the time frame, quality and with cost effectiveness. Coordination various departments such as safety, planning, design, procurement, quality control for the smooth movement of the assigned project.

## ORGANISATION EXPERIENCE

- Worked as **Procurement Assistant** at **Zig-Zag Architects and Contractors**  
Researching, Negotiating and Purchasing necessary Materials, Equipment and Services  
October 2018 to Feb 2025
- Worked as **Store Keeper** at **Sidra Medical and Research Centre**  
**KENTZ Engineers & Constructors -Qatar**  
Inventory Management and Control, Documentation and Record-Keeping, Site Operations and Safety, Communication and Coordination.  
December 2015 to June 2018
- Worked as **Permit Coordinator** in **RASGAS-Qatar**  
**Qcon-Qatar Engineering & Construction Company W.L.L**  
Train 3&7, AKG 1 shutdown on September 2013  
Train 1, 2 & 5 Shutdown on March 2014  
Train 4 Shutdown on September 2014  
Area of Pressure vessels, Column, Heatexchanger, Valves, Piping
- Worked as **Supervisor** in **BPCL-Mumbai** (Onsite)  
**M/s. SHILPI ENGINEERING PVT LTD., Mumbai.**  
A company in the field of Erection, Maintenance, fabrication, testing, Commissioning .  
( maintenance 2012 -2013)

## RESPONSIBILITIES

- To maintain a daily record of progress (daily diary) noting special comments. Reports to Coordinators for any work abnormalities or contractual deviations committed by employees and recommend corrective actions.
- Assist the Superintendent / Project Engineer and Construction Manager to ensure that the project specifications/ requirements are carried out to the Customer's satisfaction.
- Able To Satisfy The Client By Work And Communications
- To direct the activities and check the works of contractors involved in construction works.

- To carry out daily checks on employees work, during the previous day in order to ensure compliance with prescribed contractual specifications.
- To liaise with planning engineer in order to determining physical progress and the amount (%) of completed work for the preparation of related monthly progress
- To prepare monthly progress reports verifying work done during the month and work in progress together with comments on quality and recommendation on required improvements as appropriate
- Perform procurement and manpower
- Checks and ensures that all construction work is completed in accordance with approved standards consistent with contract specifications.
- Ensures that the quality of material used in construction, and quality of all equipment installed is in accordance with project specifications
- To prepare a Punch List for finished work prior to hand over by contractor to and supervise clearance of same
- To carry out other similar or related duties such as advising and assisting foreman in carrying out work to recognize standards, and preparing simple sketches to amplify/clarify construction methods
- Works in accordance with established procedures, contract specifications and International standards. Reports to engineer for any problems with employees arising from contract interpretation and other additional works
- Accountable for monitoring & inspecting the work, reporting problems and preventing accidents occurring as a result of negligence, by enforcing safety standards on the work site.
- Liaise and report with the QC Inspector on quality related matters.
- Liaise with the Safety Officer on safety related matters.
- Maintain and control onsite technical work instructions and records
- Ensure that the employees tools & tackles for the project requirements.
- Ensure that incoming material equipment meets with the project requirements.
- Having the Responsibility of All Technical and Engineering Query Regarding Works.
- Handling Of Material Take -Off and Piping /Structural Schedule as Per Documents & Maintaining Records for the Reconciliation & Minimize Wastage Materials.

## EDUCATION

- **Bachelor of Engineering** - (Mechanical Engineering)  
MEA Engineering College, Malappuram (Affiliated to Calicut University, Calicut) with aggregate of 60% in 2012.
- **Higher Secondary** Examination from Government Higher Secondary School, Kodungallur, Kerala State Board with aggregate of 80% in 2008.
- **High School** Examination from Government Higher Secondary School, Kodungallur, Kerala State Board with aggregate of 80% in 2006

## PERSONNEL INFORMATION

<b>Date of Birth</b>	<b>7<sup>th</sup> July 1990</b>
<b>Language known</b>	<b>English/ Hindi/ Tamil/ Malayalam</b>
<b>Gender</b>	<b>Male</b>
<b>Marital Status</b>	<b>Single</b>
<b>Nationality</b>	<b>Indian</b>
<b>Expiry date of passport</b>	<b>09/12/2034</b>
<b>Address in India</b>	<b>Valiyakath (house) ,Kodungallur P.O, Trichur Dist. 680664, Kerala- India.</b>
<b>Driving license</b>	<b>Indian (Light vehicle)</b>
<b>Visa Status</b>	<b>Transferrable with NOC</b>