

RESUME



RAJESH SARASAN

MOB: - 00971- 54 4051577

Email: -alsuraats@gmail.com

OBJECTIVE: A challenging and rewarding position in steel furniture manufacturing with a growing, forward-thinking company. Where I can use my abilities to fulfill all the set priorities and also earning a reputable position in the company.

Professional Synopsis:

- ✓ A dynamic professional with **9** years of rich experience in steel fabrication with CNC machine programming and operating system.
- ✓ Technical skills and experience in various steel fabrication work.
- ✓ Accurate problem identification & solving skill.
- ✓ Work knowledge & data handling experience in MS-OFFICE.
- ✓ **Have a valid UAE DRIVING LICENCE.**

EAST FISH PROCESSING LLC (THOMSUN GROUP):

Presently associated with EAST FISH PROCESSING LLC as DELIVERY COORDINATOR & PAYMENT COLLECTION REPRESENTATIVE (2019 to present)

Responsibility:

- ✓ Managing the distribution and Shipment schedules and ensuring that the items for delivery are thoroughly inspected for quality.
- ✓ Review customer orders for product delivery activities to ensure accurate and timely deliveries to customer.
- ✓ Contact customers to confirm delivery dates and address.
- ✓ Make last minute order adjustments as requested by customers.
- ✓ Schedule deliveries and prepare delivery documentation.
- ✓ Manage all outstanding balances for customer payments and reconcile all invoices for account receivable.
- ✓ Maintain records of all collection accounts and monitor all receivables and post amounts on customer accounts.

m/s AL SURAA TECHNICAL SERVICES LLC

Post: Project coordinator

Responsibility:

- ✓ **Formulating and successfully implementing company policy.**
- ✓ **Directing strategy towards the profitable growth and operation of the company.**
- ✓ **Closely monitoring the operating and financial results against plans and budgets.**
- ✓

M/s. Al Amal Technical Service LLC

Post : Working Partner.
Work period : October 2014 to June 2015.

M/s. REXEL Industries –Alkhalij Enterprises Group of Co.

Post : Fabrication Supervisor
Work period : March 2005 to Nov 2014

Responsibilities:

- Plan, direct & coordinate with two shift activities.
- Develop CNC Program for new product as per customer requirement.
- Coordinate with other supervisor to execute activities of individual department.
- Arrange operator for various machine as per production schedule.
- Making daily production report and evaluate with production manager.

SAI MOTORS pvt LTD KOCHIN, INDIA

India's leading automobiles spare parts leader in retail and wholesale division.

Post : Storekeeper/Sales man
Work period : June 2003 to February 2004

Qualification:

- ❖ Diploma in Automobile Engineering (MG Institute of Technology, Karunagappally, Kerala, India)
- ❖ Computer (MS – Office & DTP)

Carrier Progression:

- Work as Mechanic in JACMI AUTOS (Maruthi Service Point).
- Work as a Store keeper & sales man in SAI MOTORS Pvt.Ltd.
- Work as a CNC Operator in REXEL Industries. Dubai.
- Working as a Fabrication Supervisor In REXEL Industries. Dubai.

Personal Details:

Gender : Male
Marital Status : Married
Date of Birth : 23/05/1983
Religion : Hindu
Nationality : Indian
Languages known : English, Hindi, Malayalam & Tamil
Passport No : E 4081548

Hereby, I promise that, all above Information's are true, and I am ready to work in your company according to your company's rules and regulations, and also I promise that, I will try my level best for the success of the company.

Place
Date

RAJESH SARASAN