

**SYNOPSIS:** To seek a challenging career in Construction industry as a Document Controller and Site Administrator as to utilize my skill and abilities in a field with dedication and determination towards achievement besides sharpening my skills for further career advancement and contribution.

**TECHNICAL SKILLS:**

- Primary skills: Microsoft Excel, Microsoft Word, Microsoft PowerPoint,

**STRENGTH:**

- Consistently maintain a positive attitude and enjoy helping people.
- Strong skills in time management, prioritizing tasks and meeting deadlines.
- Maintaining and updating all administration documents & records up to date.
- Good Computer knowledge and working Windows.

**EDUCATION:**

- B.Sc. Computer Science, NPR Arts and Science College, Dindigul (2015 - 2018) with CGPA 6.2.

**WORK EXPERIENCE:**

1. **Celinium Naturals Private Limited in Dindigul** as **Operations & Logistics Manager** from January-2021 to August-2024.
2. **Mouza Hamad Technical Services (LLC)** in Dubai as **Administration Officer, Document Controller** from April-2019 to July-2020.

**PROJECTS:**

**Company Name** : Celinium Naturals Private Limited  
**Duration** : January-2021 to August-2024.  
**Role** : Operations & Logistics Manager

**Description:** Oversees the production of goods and services, ensuring efficient and effective business operations. Manages the supply chain, including transportation, warehousing, and delivery of goods. Coordinates logistics activities to ensure smooth operations and timely deliveries. Experienced in the agriculture field for a company manufacturing raw materials.

**Project Name** : Expo village 2020  
**Client** : Shapoorji Pallonji  
**Main contractor** : Al futtaim Engineering LLC  
**Duration** : April-2019 July-2020  
**Role** : Document controller & Site Admin  
**Tools Used** : Expo Security Portal, Microsoft Excel, Microsoft Word, Microsoft PowerPoint

**Description:** Responsible for all expo site security pass issuance, organizing and assigning vehicles based on the staff's requirement, material purchase etc. Handling site day to day Admin expenses like petty cash and maintaining tracking records, ensuring files are returned, and keeping originals safe.

**PERSONAL DETAILS:**

**Name as in Passport** : SIVALAKSHMANAN G  
**Email id (Personal)** : slakshmanan36@gmail.com  
**Mobile No** : +919444237384  
**Date of Birth** : 22/01/1997  
**Marital Status** : Single  
**Nationality** : Indian

I Hear by declare that all the details furnished above are true to the best of my Knowledge

Yours Faithfully,  
SIVALAKSHMANAN G