



## Mathew Jose

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- 66961688
- Kuwait

### Personal Details

Marital Status : Married  
Nationality : Indian  
Gender : Male  
Driving License : Yes  
Place : Kuwait

### Languages

English , Arabic, Hindi

### Objective

Seeking challenging suitable position in the field of Construction, Maintenance, supervision and management, of Architectural, Civil engineering, Procurement Engineering, Interior Decoration .etc.

I see myself as challenging, motivated and proactive personnel. To prepare a rewarding opportunity that will take advantage of my skills & experience to noticeably contribute to a company's success while strengthening my professional development.

### Skills

- ❖ Creative, Analytical, Quick Learner, Flexible, Trustworthy and Sincere.
- ❖ Ability to work effectively in a team environment and able to work under pressure to meet high quality at ahead of deadlines. Supervisory, Training , Customer satisfaction, Planning, Organizing ,Analysis
- ❖ Good communication
- ❖ Decision Making, Problem solving
- ❖ Coordinating, Presentation Skills & Computer Skills ,
- ❖ Ability to lead and motivate, Team building
- ❖ Maintain good coordination between various departments & disciplines
- ❖ Work under pressure; achieve targets, hardworking and well determined.
- ❖ Responsible in leading and contributing multiple Engineering Projects which includes:
- ❖ Managing Engineering Projects of varying scope and complexity.
- ❖ Leads proactive problem-solving efforts for complex problems
- ❖ Participate in multi-disciplinary Projects Team.
- ❖ Provide leadership including organizing, managing and directing.
- ❖ Develops and implements methods to systematically evaluate various Engineering discipline works to prevent recurrences of problems.
- ❖ Supervising the work as it is carried out.

## **Experiences**

**: 18+ Years (In Kuwait )**

Jan.2017 - Till date

**Dar Al- SSH International Engineering Consultants [Kuwait]**

**Position: QA QC Inspector @ Civil Engineer**

**Project: *Construction of New Houses at South Ahmadi***

**Client: KOC – Kuwait Oil Company**

- HSE Training from KOC on different Subjects
- **Handling supervision, technical submittals and work progress of Civil / Architectural finishing works for KOC project consisting of Utility Buildings, 3 Electrical Substations, 159 Residential Buildings , Landscaping , Roads etc.**
- Evaluate the site working Conditions according to HSE standards of KOC Kuwait and Issue the work Permit for different activities as per the request of contractor according to the prescribed application format of KOC.
- Monitoring Tool Box meeting
- Responsible for undertaking inspections on site in accordance with the architectural related Inspection and Test Plans.
- Attending to Inspection Requests submitted by the contractor and take appropriate action in a timely manner.
- Reviewing submitted shop drawings against contract drawings and specifications, local codes and statutory requirements and international best practice.
- Reporting any works carried out by contractor found not to be in accordance with approved drawing and specifications and report to stakeholders for appropriate action.
- Monitoring quality of works and assess the safety at site including health and
- Environmental issues, ensuring compliance with contractual / QCS specifications and safety and health risk assessments.
- Maintaining records for daily activities on site including progress photos and ensure they are readily available for inspection as and when required.
- Preparing surveillance report(s) for deficiencies of work

found at site and non- conformance reports (NCR) if required in view of the development of events.

- Checking and ensuring effective co-ordination between disciplines related works and all other disciplines.
- Providing technical input and experiences to resolve any discipline related issues on site that may arise.
- Inspect the materials delivered to the site as per the request submitted by the contractor according to contractual specification and previous approvals.
- Analyze the percentage of works done and approved and help the QS / contractual engineer to take necessary action on Invoice submitted by contractor
- Inspect/supervise all standard of all works.
- To ensure proper quality control of materials and workmanship, conformance to contract's drawings and specifications, and appropriate construction methods and approved materials are used.
- Responsible for inspecting and testing all works and collating samples of all materials that require testing for the works.
- Strictly monitor that all works comply with the approved shop drawings and material schedules.
- Report to the concerned Superiors for routine daily inspection and supervision of the Contractor's site operations and activities.

Dec.2014 – March 2017

**Dzone General Trading and Contracting Company  
Kuwait**

Position: **Project & Procurement Engineer  
(Civil / Architectural)**

- ❖ **Supervision of Different projects of Architectural/ Civil works in Kuwait including**
- ❖ **Dar Al Shifa Hospital**
- ❖ **Kuwait University**
- ❖ **Projects of Viva Communication, Ooredoo etc.**
- ❖ **Maintenance of Ministry of Defence**
  - Analyze all suppliers in order to select the most suitable suppliers who are able to deliver high quality products at competitive pricing.

- Negotiate with suppliers on lead-time, cost and quality so as to obtain the maximum benefit for the company
- Manage suppliers to meet objectives related to cost, delivery performance, schedule and quality.
- Develop purchasing or sourcing strategies based on portfolio analyses and supplier preferencing study.
- Define and maintain documented category and supplier strategies using market and competitive data.
- Liaise with suppliers on delivery schedule so as to ensure on-time deliveries of final product.
- Develop, implement and drive the procurement strategies in order to meet cost savings targets.
- Review and manage the supplier base to ensure consistency with the sourcing strategy.
- Perform regular performance review with suppliers to drive continuous improvements.
- Create monthly performance reviews and reports focusing on overall sourcing requirements.
- Ensure commercial, legal and contractual compliances in all the procurement transactions.
- Adopt appropriate supplier management methodologies and procurement strategies in purchasing to secure better prices.
- Train team on effective procurement processes and strategy.
- Coordinate with vendor on continuous quality improvement.

Feb.2011 – .Nov 2014

**Al-Habshi Engineering Consultants**  
**Al Habshi Establishment General Trad. and Contr.**

Position: **Project Engineer**  
**(Civil / Architectural)**

- - ❖ **Handling of different projects in Kuwait, including**
  - ❖ **National Assembly Building Construction,**

- ❖ Wataniya Telecom towers
- ❖ Construction of Prime Bite Diet Centre.

March.2007 – .Dec 2010    **Alam Al Tassameem Trading. & Contr. , Kuwait**

Position:        **Project Engineer**  
                          **(Civil / Architectural)**

- ❖ Construction works of 3 Fuel stations of OULA at Mishref, Kated, West Shuaiba.
- ❖ Construction works of 360 Mall of Tamdeen Group,
- ❖ Al Seif Hospital –Salmiya
- ❖ Gulf University- Mishref.
- ❖ Al Hamra Mall- Kuwait city
- Understand project specifications and objectives.
- Providing customer service levels that meet or exceed customers' expectations throughout the life of the order.
- Managing projects to maintain or enhance margin and report periodically.
- Assuring milestone dates and deliverables are met
- Responding to field issues and questions
- Work environment between Engineering, Purchasing, planning, Sales, and manufacturing and all other departments.
- Achieve company objectives and profitability goals.
- Attending site coordination meetings and prepare minutes of meetings

May.2004 – .Jan 2007    **A.R.A.M Engineering Consultants Office, Kuwait**

Position:        **Project Coordinator**  
                          **(Civil / Architectural)**

**Different projects of Architectural/ Civil works    in Kuwait**

## **Education**

- ❖ **Bachelor of Engineering in Civil Engineering (BE)**  
     In 2004 , Anna University , India
- ❖ **Diploma in Civil Engineering -3 Years**  
     In 1998 , Board of Technical Education , India
- ❖ **Diploma in Auto Cad , MS Office**  
     CARE- Centre for Applied Science and Electronics,  
     India
- ❖ **Pre-Degree (+2)**  
     Mahatma Gandhi University, India
- ❖ **SSLC – Board of Exam ,Govt. of Kerala , India**