|  |  |  |
| --- | --- | --- |
| **Email:** jojokeekozhoor@gmail.com **Contact No**: +965 60603983/ 6532869**Date of Birth** : 23-05-1973**Sex** : Male**Marital Status:** Married**Nationality**: Indian**Languages Known** :* English
* Malayalam
* Hindi
* Arabic

 Driving LicenseDate of Issue : 18/03/2008Date of Expiry : 02/02/2024 |  | **JOJO PHILIP** Project Service Coordinator/ Scaffolding supervisor / Scaffolding Coordinator/Material supervisorCareer ObjectiveTo obtain a long term and fulfilling career with a high performing Management Team of a prestigious organization and to continuously develop my skills and enhance my knowledge to its fullest potential.Professional Experience  **TOTAL EXPERIENCE: 26 Years:** 1. **Company:** HOT Engineering & Construction Company

**Designation:** Scaffolding Coordinator**Clients:** KNPC & MEW Projects**Department:** Scaffolding Sandblasting & Painting Department **Duration:** Dec 2021 - STILL WORKING 1. **Company:** Kharafi Construction Co.

 **Designation:** Site Coordinator  **Client:** Bayan palace –Amiri Diwan **Duration:** April 2017 - Dec 2021 1. **Company:** Kharafi National

 **Designation:** Material Control Supervisor **Client:** Ministry of Education –South Surra **Duration:** February 2010 - March 2017 1. **Company:** Almeer Technical Services Co. W.L.L

 **Designation:** Material Control Supervisor **Client:** Kuwait Oil Company Control system installed in Gathering Centers **Duration:** August 2002 - January 2010 1. **Company:** **ABB (Soimi Engineering & Contracting S.P.A.) – Uzbekistan**

 **Designation:** Material Controller **Project:** Gas and Chemical complex, Shurtan project, ABB - Uzbekistan **Duration:** May 2000 - March 2001 1. **Company:** **SK ENGINEERING & CONSTRUCTION CO. LTD - KUWAIT.**

 **Designation:** Store Keeper **Project:** Propane Tank-406 - Mina Al-Ahmadi Refinery KNPC **Duration:** January 1995to Oct 1999 |

Academic Profile

|  |  |  |
| --- | --- | --- |
| **Level** | **University/Board** | **Year** |
| Diploma in Mechanical Engineering | State Board Technical Education, Tamil Nadu | 1990-93 |
| Pre Degree | Pre-Degree, Kerala | 1988-90 |
| Class X | Secondary School Leaving Certificate, Kerala  | 1987 |

 Job Description

• Experience in the Petroleum, Chemical, Oil & Gas (KOC & KNPC) abilities are to perform the daily task and job duties

 KNPC Approved Scaffolding Supervisor.

 Supervision, site coordination And Installation, along with all Mechanical & Civil works, All Electrical, Civil & structural, Cathodic protection Etc.:

 Perform Flow line construction with associated works and other piping works.

 Planning, Procurement, Follow up materials.

 Assisting with the management of daily operational activities

• Performing administrative tasks, such as making travel arrangements, answering phones, scheduling meetings, etc.

• Managing office supplies and the maintenance of office equipment

• To work under extreme pressure, longer working hours, and great courtesy while handling employees.

• Supervising and Inspection of all activities in Overall site on day to day bases

• Hydro-testing of all valves and pipelines

• Responsibility for the activity as per site plan and schedule.

• Ensuring the all methods comply with HSE policy.

• Strictly implementation of erection and dismantling of area

• Participate in weekly management and safety walk thru for any safety issue.

• Daily Update Data sheet of all faults and safety issues and close out report.

• Support audit team with the client for Subcontractor Audit work.

• Labels or tags items for storage or tracking as required.

• Inventories stock as scheduled or required.

• Maintains accurate shipping, receiving, and inventory records.

• Labels and tracks assets.

• Controls record storage and disposal.

• Notifies supervisor when supplies are getting low.

• Operates standard office equipment & Operates material handling equipment.

• Operates a delivery truck or van for pickup or delivery of related supplies or equipment.

• Keeps stock area in a clean and orderly condition.

• Directs and provides instruction in work procedures to the co-workers.

• Performs related duties as required or assigned.

• Coordinating work activities with other team members to ensure that projects are completed on time and within budget

• Providing training to crew members on safety precautions, company policies, and job skills

• Scheduling staff time efficiently to ensure that all project goals are met within specified time frames

• Monitoring the progress of construction projects to ensure that contractors are meeting deadlines and adhering to specifications

• Estimating costs for labor and materials needed for projects

• Coordinating with other team members to ensure that all aspects of a project are completed on time.

• Coordinating with architects, engineers, contractors, and customers to monitor the progress of construction projects

 Declaration

I hereby declare that all the information given above is true to the best of my knowledge and I bear the responsibility of the above-mentioned particulars.

Date: 14/05/2023 **Jojo Philip**

Place: Kuwait