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| **Email:** [jojokeekozhoor@gmail.com](mailto:jojokeekozhoor@gmail.com%20)  **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 License  Date of Issue : 18/03/2008  Date of Expiry : 02/02/2024 |  | **JOJO PHILIP**  Project Service Coordinator/ Scaffolding supervisor / Scaffolding Coordinator/Material supervisor  Career Objective  To 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

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| **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