



## JAHANGEER ASANARU

### Personal Profile:

DOB : 23/04/1981  
Gender : Male  
Nationality : Indian  
Passport No : K9344872  
Visa Status : Employment  
Marital Status : Married  
**Contact info** : 055-6125930  
: 050-3177093

### Email:

jahangeerasanaru@gmail.com  
Jahangeer\_93@hotmail.com

### Personal Strengths

- Quick Learner
- Smart worker
- Energetic

### Languages Known

- English
- Hindi
- Malayalam
- Arabic

### Driving License:

- Light Vehicle (Dubai)

### OBJECTIVE:

To start a successful career with challenging roles and responsibilities to harness my potential with at most resourcefulness and dedication with all-time persistence of improvement which prove to be beneficial for me as well as an employer in your esteemed organization.

### JOB EXPERIENCE:

Mabani Delma General Contracting Co. (LLC), Dubai - U.A.E.

**2004-June - Present** - Worked in Head Office and various projects in Dubai & Abu Dhabi Emirates

### **ROLE: COORDINATOR / DOCUMENTATION STAFF**

#### Job Profile and Duties: -

- Working with Project Coordination Manager in applying for **E-NOC** from various utility providers - RTA, DM, DEWA, ETISALAT, DU, FEWA, Etc.
- Close coordination with Client representative to receive NOC documents Creating a new online user accounts in various depts.
- Compilation of Documents as per RTA requirements close coordination with various internal department
- Drafting, QA-QC, Site Engineers in collecting documents Assisting and coordinating with Tender Team (Q.S.)
- Following the payment certificates
- Assist with coordination of Projects Contractors to prepare schedule / program and updated the NOC status daily to General Manager.
- Report directly to the Project Manager regarding all related issues about NOC and submissions.
- Follow-up and take the updates from RTA, DM, DEWA Websites Preparing draft letters and review with Project Manager prior to submission to various departments
- Reviewing the profile / prequalification documents prior to onward submission for tender purposes keeping the records of all involves parties RTA payments / expenses made for the projects.
- Preparing & Keeping the records of the update daily reports / Site photos album.
- Effectively and accurately communicate relevant project information to the General Manager and project team.
- Contact & following-up with to the Suppliers internationally, checking with them to submit the price/quotation with delivery to UAE.
- Visit Projects Sites to check/update the work at the site and collect information directly for NOC revalidation purposes.

### EDUCATIONAL QUALIFICATION

- Passed in **MBA** correspondence course from M.K. University (**Jan-2012 to Dec-2013**)
- **B.A.** Degree from Kerala University (University College, TVM) – **1998 – 2001**
- **Pre-Degree** from Kerala University (**1996-1998**)

### TECHNICAL QUALIFICATION

- **Computer Operator & Programming Assistant Course - COPA** (Industrial Training Institute - India Govt. NCVT one year course passed in July-2002)
- Kerala Govt. Technical Education **Typewriting English Higher** Passed in June-2001

### Declaration:

I hereby declare that all the above information is true to the best of my knowledge and belief.

**JAHANGEER. A.**