



Anil Janardhan Naik

Flat No: 32, Bldg: 1891, Road: 343, Block:903, East Riffa, Bahrain.

Mob: +973 6675 7937, E – Mail: anaikclt@gmail.com

Professional Overview

Dedicated and result focused management professional with extensive experience, seeking a senior management role with a respected organisation where I can apply my expertise to assist organizations to achieve sustainable growth and development.

Education

*Bachelor's degree in Business Studies, Finance & accounting from the University of Calicut.
Graduated: 1986*

Professional Experience

*May 2019 – Present
Project Manager,
Zarevo Contracting Co. W.L.L.,
East Riffa, Kingdom of Bahrain*

Projects handled:

Construction of the miscellaneous civil works in the Area of Al Dur Phase II Independent water and Power Project Site for SEPCO III, Bahrain Construction Company S.P.C.

*March 2017 – November 2018
Project Manager, Siyan Mana Contracting W.L.L.,
Gudaibiya – Kingdom of Bahrain.*

Projects Handled:

*Construction of Site Offices for Sidem Veolia at Al – Dur Independent water and Power Project.
Phase II.*

*January 2009 – November 2016
Operations Manager, Nassar Nassar Al – Dossary Est.,
Dammam – Kingdom of Saudi Arabia*

Responsibilities:

- *End to End Business Management - from General Administration, Finance, Accounts, HR, New Business Development to Contracts & Projects Management.*
- *Maintain constant contact with client organizations to generate new business enquiries for the company, developing new business proposals, secure orders and build sustainable business relationships with clients.*
- *Prepare and submit prequalification documents to potential customers and get registered for consideration for new contracts.*
- *To organize, plan, direct and manage on site activities, liaise with project managers to identify, segregate and allocate jobs to various onsite personnel and oversee adherence to Health Safety and Environment by all onsite personnel ensuring that all project related operations are carried out within the scheduled project timeline and cost*
- *Recruit new employees, schedule appropriate team for various projects, Identify capable sub – contractors and delegate work to them & local hiring of manpower as needed for on-going projects.*
- *Select capable employees for further professional and technical training; schedule them for suitable courses to get certified at Saudi Aramco and other third party certifications.*
- *Develop a general safety programme and project specific safety plans with periodic updating to achieve higher safety standards.*
- *Manage accounts receivables and effect timely payments to suppliers, subcontractors and employees payroll.*
- *Ensuring compliance with all the local authority and statutory requirements*
- *Maintain company assets including Offices, Accommodations, Camps, Laydown Yards, Fabrication Shops, Vehicles, Equipment's etc., and plan for timely additions.*

Achievements:

- *Completed all contracts on time, within budget with high Quality and Safety Standards.*
- *Attained preferred contractor status at Saudi Aramco's Ras Tanura Refinery & Berri gas Plant with inclusion in Selective Bidding List and also Single Source Award.*
- *Demonstrated a high commitment to employee relations and safety and ensured compliance with set company values*

Projects handled at various plants of Saudi Aramco in Saudi Arabia.,

<i>Sl.</i>	<i>P.O.Number</i>	<i>Description</i>
1	6510523849	Amine Blowdown Piping Replacement at Berri Gas Plant
2	6510695570	Maintenance Building 201 – Addition of New Offices at Qatif Producing Facilities
3	6510639818	Construct Maintenance Shaded Store at Qurayyah Sea Water Injunction Plant
4	6510553458	Relief Valve Shop & Fabrication Shop Renovation at Berri Gas Plant
5	6510481252	RTR Machine Shop Renovation at Ras Tanura Refinery
6	6510456092	Renovation of H.R.Building at Ras Tanura Refinery

7	6510442894	<i>Fabricate New Luger Buckets for Berri Gas Plant</i>
8	6510456092	<i>Renovate Welding Shop at Ras Tanura Refinery</i>

Reason for leaving: Death of the Owner / Saudi Arab Sponsor

March 1996 to October 2008

Manager – Al – Akhdood Company, Ras Tanura. - K.S.A.

September 1986 to March 1996.

Managing Partner – Naiks Enterprises, Calicut – India.

Personal Details:

Age & Date of Birth : 53 Years, 16th May 1966

Languages : Fluent in both Written and Oral English, Hindi & Malayalam. Understand & Speak Arabic. Mother tongue is Konkani.

Driving Licences : Valid licences for Bahrain & India

Computer Literacy : Have a good command of MS Office suites like Word, Excell, Etc., & other accounting software's including Tally.

References : Can be provided on demand.
