

# A.Maheshwaran



## OBJECTIVE

To secure an appropriate position, this will provide growth opportunities with effective utilization of my skills and experiences also the opportunity to learn more in professional Atmosphere.

## PERSONAL STATEMENT

- An effective communicator possessing excellent presentation & soft skills with honed marketing management, logical and problem-solving abilities.
- Recognized for successfully meet targets, proficiently formulating and implementing budgets, building high-performing teams and nurturing fruitful relationships with customers.

## CORE COMPETENCIES

Strategic Planning	Communication	Customer & Staff Relations
Revenue Enhancement	Resource Allocation	Product Education
Solution Selling	Territory Management	Positive Approach
Operational Excellence	Competitive Intelligence	Project Management
Relationship Building	Team Leadership	Process Improvements

## PROFESSIONAL EXPERIENCE

Electrical Supervisor/Store Keeper [2018-Present]  
Al Mufeed Electrical Services W.L.L, Bahrain

### Responsibilities:

- Site Inspection as per the EWA Requirement.
- Further to the site inspection proceeding with Wayleave Clearance.
- Plan, assign and reviews staff's work.
- Supervises and Coordinates activities of workers engaged in maintenance & repair of underground cables.
- Material procurement subject to project approval.
- Handling of Petty cash & Daily cash voucher.
- Preparation of Monthly Salary Report of Employees.
- Vehicle and Equipment maintenance/Services to comply with safety Regulation
- Schedules and dispatches Vehicle and drivers for the site work.
- Accuracy and attention in compiling project details.

Manama, Bahrain.

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## TECHNOLOGICAL PROFICIENCIES

MS-Office  
Operating System  
D.T.P: Photoshop

## EDUCATION

Diploma in EEE

## DRIVING LICENSE

Possessing Valid  
Bahrain Driving License

## PERSONAL INFORMATION

Date of Birth: 15.05.'93  
Nationality: Indian  
Marital Status: Single  
Mother Tongue: Tamil  
Languages Known:  
Tamil, English, Hindi,  
Malayalam.

## **PASSPORT DETAILS**

Passport No: L 3680041

Date of Issue:03.09.2013

Place of Issue: Trichy

Date of Expiry:02.09.2023

- Maintain receipts, records, and withdrawals of the stockroom.
- Receive, unload, and shelve supplies.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Communicate effectively with Clients.
- Contribute to a strong client relationship through positive interactions with client personnel.
- Communicate with Manager or Director on work status and client Issues that arise.

Transportation Supervisor [2014-2017]

Al-fadly customs and clearance W.L.L (Qatar)

### **Responsibilities:**

- Ensure implementation day-to-day activities of transportation.
- Supervise workloads, schedule, tasks and other related functions.
- Maintain and manage all databases relating to transportation activities.
- Ensure compliance of safety standards in transportation functions.
- Ensure maintenance of vehicles in good running condition.
- Handle loading and unloading operations.
- Initiate cost efficiency measures in transportation operations.
- Build internal and external customer relationships.
- Manage, supervise and monitor operations.

Electrical Supervisor [2013-2014]

Manchester trading and contracting W.L.L (Qatar)

- Assign job tasks and work as per electrical project schedules.
- Recommend effective solutions specified particular weight related to employment status of employees.
- Schedule, assign, plan and supervise electrical shop personnel performance On different electrical projects.
- Plan and prepare work and equipment usage schedules.