

CURRICULUMVITAE

Objective:

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

SATHIANATHAN GOPI

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Kingdom of Bahrain

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Modern Mechanical Electric and Transportation Co W.L.L, Bahrain

Work Period: Feb 2019 – Till Date

Job Title: Transport Coordinator

- Ensure to dispatch all Light Vehicle drivers to work site at proper time for pick up and drop.
- Vehicles proper maintenance check list and proper time services to garage and passing notifications.
- Vehicle review and arrange all transportation paper work inclusive of drive logs, trip reports.

Work Period: Feb 2011 – Feb 2018

Job Title: Garage Stores & Garage Supervisor

- Arrangement Mechanic and Electrician for compliant the vehicle on the spot
- Responsible to Purchase Spare Part materials (Clarify product availabilities and placing orders by collecting competitive quotes)
- Follow up and assists orders if delayed
- Receiving the items each by counting and Store the material in the appropriate rack in the Store
- Preparation of Stock Reports.
- And every six month inventory control counting and arranging the store
- Vehicles Service due maintenance.
- Vehicles passing list record every month.
- Maintaining Purchase Inward Register and Outward Register with proper records.
- Arrangement of Transportation including Loading & Unloading Works.

Abdul Hadi AlAfoo, Bahrain

Work Period: Sep 2008 to Feb 2011

Job Title: Storekeeper

- Maintaining Labour attendance for the project site.
- Maintaining Purchase Inward Register and Outward Register with proper records.
- Assisting in sending materials for testing purposes.
- Project Site petty cash handling and preparation of vouchers.
- Acts as the major communication point between the Head office and the in- house project site in order to assure the smooth flow of work at the site.

Golden Fries Ltd, Coimbatore, India

Work Period: Nov 2004 to Aug 2008

Job Title: Ware House _Store Supervisor

- Goods Inward and Outward
- Maintaining of Stock Register
- Materials issue Register
- Monitoring the goods availability
- Transportation including loading & unloading Works
- Reporting to superior about the current proceedings, giving priority to the urgent task.
- Stuffing & de-stuffing of Rail Wagon & Container monitoring

SGS India Ltd., India

Period: April 1995 to Oct 2004

Job Title: Quality Control Surveyor

- Tea, Coffee, Wheat and Sugar Quality, quantity packing weighing
- Ensure adherence to quality expectations and standards
- Stuffing & de-stuffing of Rail Wagon & Container monitoring
- Reporting to superior about the current proceedings, giving priority to the urgent task.

EDUCATIONAL QUALIFICATION:

COURSE	UNIVERSITY / BOARD	SPECIALIZATION
B.com	Madurai Kamarajar University	Accountancy
Higher Secondary	Karamadai Higher Secondary School	Commerce & Accounts

COMPUTER QUALIFICATION:

- General understanding and operating of base computer system
- Creating documents, word processing, spreadsheets, etc.
- Knowledge of Internet and Web browsing.

SKILLS:

- Excellent inter-personal skills and office etiquette.
- Strong analytical and organizational skills.
- Flexible and able to prioritize.
- Self-motivated.

Personal Data:

A) Name	: Sathianathan Gopi
B) Date of birth	: January 08, 1973
C) Nationality	: Indian
D) CPR Number	: 730155730
E) Passport Number	: R8319130
F) Driving License Number	: GCC(Bahrain)
G) Marital status	: Married
H) Languages known	: English, Hindi, Tamil & Malayalam

Dated:

Signature

Place:

Sathianathan