



# LOKENDRA SINGH RATHORE

SITE SUPERVISOR

## CONTACT

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📍 UAE

## EDUCATION

BA – (Bachelor of Arts) Rajasthan University, Jaipur, India

MA- (Master of Art) Rajasthan University, Jaipur, India

## Certifications

PGDCA (Post Graduate Diploma in Computer Application) Vedanta Foundation, Jaipur, India

CCNA (Cisco Certify Network Associate) - from CISCO

MCSE (Microsoft Certify System Engineer) From MICROSOFT

DNYS (Diploma in Naturopathy & Yogic Science) Akhil Bhartiya Prakritik Chikitsa Parishad, Delhi, India

## Personal Attributes

Problem-solving  
Time management  
Decision-Making  
Interpersonal skills

## Languages

English



Hindi



## Personal Details

Nationality : Indian  
Gender : Male  
Marital Status : Married  
Visa Status : Employment  
Driving Licence : UAE

## About me

Experience appears to be concentrated in Civil Engineering/process, having 6 years of work experience and it covers various types of developments.

## SKILLS

- Administration
- Civil Site Supervision
- Cash Handling
- Time Management
- Record Keeping
- MS Office (Word, Excel & PowerPoint)
- Data Entry
- Internet & Email
- Operating System Maintenance
- Basic knowledge of tally

## WORK EXPERIENCE

### Site Supervisor

Sarla Maa Technical Services LLC Dubai, UAE.

10/2018 – Present

- Experience covers various types of buildings and developments such as, commercial, residential and industrial.
- Supervision of daily construction and fit out tasks.
- Scheduling of material and equipment deliveries.
- Preparation of daily site and workers report.
- Monitoring quality of work at site.
- Managed various stages of construction projects.
- Reviewing of technical drawings (Structural and Architectural), quotations, invoices, purchase orders and specifications.
- Dealing with government authorities in the absence of Civil Engineer.
- Assisted in planning of site layouts.
- Dealing with subcontractors' payments.
- Placing orders with suppliers and subcontractors.

### Office Administrator

Shree Ram Multiplex Pvt. Ltd. Jaipur, India.

05/2012 – 08/2018

- Provided administrative support to the proprietor & Supervisors.
- Prepared reports and presentations for client meetings.
- Purchased and Managed office, and site inventories.
- Reviewed and maintained confidential documents and files.
- Assisted in payroll for Staff and labourers.
- Assisted in managing accounts activities such as client & vendor payments, cash handling, and company bank accounts.
- Introduced Online Marketing and social networking to the organization.