



# SUBIN S PILLAI

## OBJECTIVE

To work in a progressive and challenging environment, which provides ample opportunities for enhancing and using my creative, technical and professional skills towards the fulfillment of goal of the organization.

## EXPERIENCE

### New vision metal construction industry LLC,Sharjah-UAE.

10/10/2020 - 31/12/2022

Procurement And Administration

- Reviews purchase orders on contracts or agreements to assure that quantities, specifications, and other conditions are in accordance with approved plans.
- Ensure delivery of procured items
- Prepares lists of products needed for procurement analysis, such as new and obsolete items; sales literature; catalogs; foreign languages.
- Dealings with suppliers, manufacturers and vendors as regards quality
- Negotiate with external vendors to secure advantageous terms.
- Approve the ordering of necessary goods and services
- Finalize purchase details of orders and deliveries
- Update Customer Service on PO progress,
- Chasing suppliers and delivery information

### Anaswara Printing Press ,Pathanamthitta ,Kerala-India

2015 - 2016

Graphic Designer

- Conceptualize visuals based on requirements
- Prepare rough drafts and present ideas
- Develop illustrations, logos and other designs using software or by hand
- Use the appropriate colors and layouts for each graphic
- Work with copywriters and creative director to produce final design
- Test graphics across various media
- Amend designs after feedback
- Ensure final graphics and layouts are visually appealing and on-brand

## EDUCATION

### School of Technology and Applied Science Chuttippara ,Pathanamthitta (Mahatma Gandhi University)

2016-2019

BSC COMPUTER SCIENCE

### LCC INSTITUTE KOCHI

2013-2015

DIPLOMA IN GRAPHIC DESIGN AND WEB DESIGN

### NSS THADIYOOR HSE

2012-2013

PLUSTWO(SCIENCE)

## CONTACT

@ subins9161@gmail.com

+971508781520

National paint Muweilah Sharjah UAE

## SKILLS

Computer proficiency

Proficiency in Microsoft Office .  
Microsoft Excel . Microsoft Word .  
Microsoft Outlook

Photoshop

marketing and merchandising

communications skill

Supply management

Problem resolution

Customer service mindest

## ACHIEVEMENTS & AWARDS

I have driving license in uae 31-03-2022  
- 31-03-2024

## LANGUAGES

√English - reading, writing, speaking

√Malayalam - reading, writing, speaking

√Hindi- speaking

√Tamil - speaking

## PERSONAL DETAILS

Date of Birth : 17/05/1995

Marital Status : Single

Nationality : Indian

Place : Sharjah,UAE

## ACTIVITIES

Watching documentaries and sports  
over the weekend

Gardening

Rearranging my working areas when I  
am free and I would like to start my  
work with tidy place.

Touring,finding unsearched places

Playing shuttlebadminton

M.S.H.S.S RANNI (SCERT-KERALA)

2010-2011

S.S.L.C



## PROJECTS

150 MIGD IWP SWRO NAQAA DESALINATION PLANT,  
PROJECT UMM AL QUWAIN ,UAE

PAL DANAT DISTRICT COOLING PLANT , THERMAL ENERGY STORAGE  
TANK  
ABUDHABI ,UAE

AWEER POWER PLANT EXTENTION PROJECTPHASE-4 ELSWEDY  
DUBAI, UAE



## INTERESTS

Listening music

Traveling

Driving

Playing volley ball

Watching sports



## PASSPORT AND DRIVING LICENSE DETAILS

**Passport No. : M6565579**

Place of Issue : TRIVANDRUM

Date of Issue : 20-02-2015

Date of Expiry : 19-02-2025

**UAE -Driving License No: 4254077**

Place of Issue : DUBAI

Date of Issue : 31-03-2022

Date of Expiry : 31-03-2024



## ADDITIONAL INFORMATION

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

Place: Sharjah,UAE

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