

CURRICULUM VITAE



Mithilesh Kumar Yadav
Planning & Controller
(Manpower & Equipment)
UNIMAC, RIYADH KSA

- **Contact**



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+966 557915233



mithyade@gmail.com

- **Education**

Master in Computer
Application
Bachelor in Computer
Application

- **Technical Skills**

SQL & Oracle Database
Word Press
HTML
Data Analysis
Power Bi – Microsoft
SAP -ERP (PM Module)

- **Other Skills**

Project Management
System
Database Management
System
Website Management
Fleet Management System
Asset Control
Management
Inventory and Dashboard
& KPI
Analytical Reports

- **Language Known**

English
Arabic
Hindi
Bhojpuri

Objective: A highly motivated planning & controller with 15 years of experience in the management & construction sector working on multiple assignments in India & Saudi Arabia. Has extensive experience of Engineering and Data Management systems. Managed teams of project manpower, equipment & production materials to ensure effective and accurate handover of information to higher management & customer/client specifications. Specialize in Database Management System Implementation, Data Management Systems, Corporate Data Rooms, Online Collaboration Systems and Hardcopy / Archive Management. A proven team leader with a track record of delivering results in multi-national environments regarding manpower, equipment & project production report.

Profile: Project Database & Cost Control, Data Analysis, Fleet & Asset Management, Planning & Schedules of manpower & Equipment, Design & implementation of Reporting system and Dashboard of Manpower, Equipment & Production, SAP-ERP PM Module Master data & Business process authorization

Experience:

UNITED MAINTENANCE & CONTRACTING COMPANY- RIYADH (KSA)

Planning & Controller – Manpower & Equipment

From: May 2014 to Till Now

Key Responsibilities

- Coordinate the development, execution, improvement & maintenance of projects & plant maintenance workshop regarding manpower, equipment & production information management process
- Collection, compilation, communication, calculation, cleaning & analysis of the manpower, equipment & production report for summarization of weekly & monthly report to company payroll (calculation of manpower attendance, overtime, trip allowance of driver & asphalt commission of asphalt laying team, rental manpower payroll, costing of company manpower & equipment and rental manpower & equipment.
- Manage & maintain of third-party inspection equipment certificate & operator card
- Daily Operational Report, Dashboard, KPI, Monthly Accomplishment Report of Project and Vendor's Files, Design & implemented the various reporting forms.
- Making requested changes, updates and modifications to database structure and data as per projects / management requirements.
- Maintaining database backup and recovery infrastructure of manpower, assets
- Monitored the access of the users to the databases.
- Analyzed the database, modified it to improve the work efficiency and monitored all the manpower, equipment, asphalt plant production & aggregate production and asphalt laying team.
- Manage & maintain the company assets master database, generate the asset number to facilitate the track of assets, Internal equipment rate developed for sites/ project wise invoiced.
- Internal inventory of asset system implementation, addition & deletion process of master data.
- Coordination with department wise manpower & equipment requirement for projects / plants.
- Reconciliation of Project wise Asphalt & Aggregate production report
- Coordination with projects requirement of Asphalt laying team & bitumen team and Milling team between
- Master Data & Business process responsibilities with PMV Team under SAP ERP – PM Module (creation of technical object, fleet object, functional location, work center, characteristics & class of required object. Monitoring & controlling of notification of maintenance order, measurement document of counter reading, update of shifting equipment from one location to another location) and documentation & governmental documentation validation like insurance, third party inspection certificate of operator & plant machinery, operation card, MVPI & registration card etc.

MINISTRY OF HEALTH (Govt. of India)- NEW DELHI (INDIA)

Data Analyst

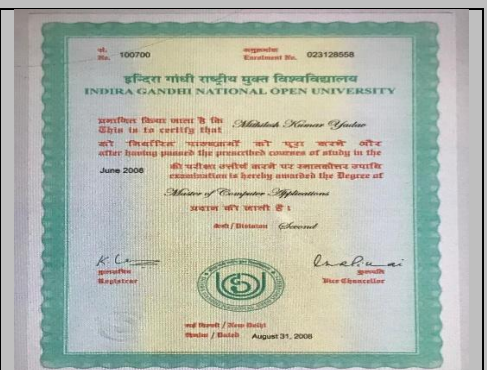
From: June 2009 to May 2014

Key Responsibilities

- Collection, compilation, communication, cleaning & analysis, Dashboard of the outbreak report at National Level.
- Centralized database maintained and monitored the accuracy of all the types of outbreaks with district data manager at National Levels.
- Analysis of WHO surveillance outbreak data daily, weekly and monthly basis online indicator with GIS system on Web Portal.
- Project Implementation Planning (PIP) & Parliamentary Questionnaires prepare at National Level.
- Monitored the access of the users to the databases.
- Analyzed & backup the database on regular basis, modified it to improve efficiency & monitored SQL server.
- Weekly & Monthly basis outbreak surveillance report preparation, approval of Director, NPO, & CMO to upload on web portal and sharing with PMO Office, Health Minister Office and Director of Health & Secretary Offices.



Online WordPress Certificate



Master of Computer Application



Online Power Bi Certificate



Appreciation Certificate - SAP

Thank you