



YADHUKRISHNA O M

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PROFESSIONAL SUMMARY

Detail-oriented and proactive Project Clerk with hands-on experience supporting ship operations in the Oil & Gas industry. Skilled in administration, logistics coordination, time-sheet management, and HSE documentation. Strong command of Microsoft Office, SAP/ERP systems, and project reporting processes. Adept at maintaining compliance, coordinating personnel movements, and ensuring smooth operations between sites and Onboard support. Holds multiple international HSE certifications (NEBOSH, IOSH, OSHA) and excels in maintaining accuracy and confidentiality in all operational records. Seeking a new opportunity to contribute to a dynamic Oil & Gas organization with dedication, efficiency, and strong operational support expertise.

KEY SKILLS

- Project and Client Operations
- Daily Project Reports (DPR)
- Logistics & labour Coordination
- Timesheet & Payroll Administration
- Inventory & Materials Tracking
- Permit and Certification Management
- HSE Documentation & Compliance
- Budget Monitoring & Cost Control
- Microsoft Office Suite (Excel, Word, Outlook)
- Data Entry & Records Management
- Procurement & Requisition Processing
- Safety Meeting & Incident Reporting Support

WORK EXPERIENCE

Project Clerk / Project Coordinator

November 2023 – Present

Top Fields Technical Services LLC, Dry Dock World - Dubai, UAE

- Maintain and update daily project reports (DPR) including labour rosters, timesheets, personnel records, and equipment usage logs.
- Track and report project Progress, operational KPIs and Project performance data for submission to Project engineers and supervisors.
- Coordinate personnel logistics, including labour rotations, travel itineraries, and accommodations, ensuring timely changes and accurate manifests.
- Liaise between Project site and departments (HR, logistics, finance) to resolve administrative and operational matters efficiently.
- Ensure all permits, certifications, training, and medical records of labour personnel are up to date and properly documented.
- Manage cost tracking and budget monitoring, reconciling material usage and submitting expense claims for approval.
- Maintain detailed inventory control of Project consumables, spare parts, and tools; assist in preparing purchase requisitions and coordinating deliveries.

Admin Coordinator

March 2023 – September 2023

ISA - Guruvayoor, Kerala, India

- Manage daily accounting operations including bookkeeping, reconciliations, and journal entries.
- Prepare monthly and annual financial statements for management review.
- Process payroll and ensure accurate calculation of salaries, benefits, and deductions.

Admin Executive

December 2019 – September 2021

Dayga Collection - Kerala, India

- Prepare financial statements, cash flow reports, and expense summaries.
- Manage accounts payable and receivable ensuring timely billing and collection.
- Post journal entries and reconcile general ledger accounts monthly.

EDUCATIONAL QUALIFICATION

Master of Commerce (Finance)

2021 – 2023

Calicut University (UAE Attested), Thrissur, Kerala, India

Bachelor of Commerce (BCom) in Finance

2017 – 2020

Calicut University (UAE Attested), Thrissur, Kerala, India

PROFESSIONAL QUALIFICATIONS

- ♦ **International Diploma in GCC VAT Accounting**
- ♦ **Diploma in Computerized Financial Accounting**

PROJECT INVOLVEMENT

- ♦ FPSO Voyageur Spirit (Floating Production Storage and Offloading Unit)
- ♦ FSO Brasilia (Floating Storage and Offloading Unit)
- ♦ Foundation Mid Ship
- ♦ LB II Abu Dhabi Project
- ♦ TAMBA Project
- ♦ FPSO BAOBAB - Client Modec
- ♦ FPSO EMEM - Client WCC

SAFETY & COMPLIANCE CERTIFICATIONS

- ♦ **NEBOSH International General Certificate (IGC)**
- ♦ **IOSH Managing Safely** – Institution of Occupational Safety and Health (IOSH), UK
- ♦ **30 Hours OSHA – General Industry – International Quality** – Occupational Health & Safety (IQ-OHS), USA
- ♦ **IADC Rigpass** - Vyas well control school and consultancy
- ♦ **EOSH - Level 2 Oil and Gas Safety** - IPSW
- ♦ **International well control forum level 1 Program** - IWCF Level 1
- ♦ **Well operations crew resource management** - (WOCRM)
- ♦ **Advanced Diploma in Industrial Safety** – National Skill Development for Vocational Education (NSDVE), India
- ♦ **Fire Safety Awareness** – Institution of Professional Studies and Welfare (IPSW)
- ♦ **Control of Substances Hazardous to Health (COSHH)** – IPSW
- ♦ **Emergency Response Procedures** – IPSW
- ♦ **Confined Space Entry and Testing for Gases** – IPSW
- ♦ **Electrical Safety Awareness** – IPSW

TECHNICAL SKILLS

- ♦ **Software:** MS Office (Excel, Word, PowerPoint, Outlook), Tally ERP, Power BI, Tableau
- ♦ **HR Tools:** HRIS, Payroll Management Software, Attendance Systems

DRIVING LICENSE DETAILS

- ♦ Valid **UAE** Driving License (License No: 5043683) | Expiry Date: 08/10/2027
- ♦ Valid **Indian** Driving License (License No: 46/2382/2018) | Expiry Date: 01/03/2038

ADDITIONAL INFORMATION

- ♦ **Language:** English, Hindi, Malayalam, Tamil
- ♦ **Visa Status:** Company Visa