Camp Facilities Manager



 cv

Camps & Residences

 Facilities Support Services

 Accommodation & Maintenance & Cleaning Services

1- Academic background

July 1995

-Secondary Education Baccalaureate, National Dewan for Examinations & Competitions

1995 - 1996

- Technology University Certificate, Faculty of Engineering Science, Science & Technology Section,

 Ferhat Abbas Setif University, Algeria

- Credentials: S.E. Maths SEM 100, 200, 300, S.E. Physics SEP 100, 200, S.E. Chemistry

 SEC 100, 200 Industrial Design TEG 003, Marketing & Statistics,

 Computer Science

- Workshops: General Electricity, Mechanics, Industrial Design, Computer Science &

 Marketing

1996 - 1999

- Arts & Languages University Certificate, Faculty of Arts & Languages, English

 Department, Mentouri Constantine University, Algeria

2000 - 2001

**-** Facilities Management & Catering, Aug 2000 to July 2001 at Mil Invest, Algeria

2- Trainings attended

December 2011

Time & Stress Management, Intercontinental Hotel, Broadland Training, United Kingdom

March 2012

Introduction/ Basic Supervision Course, MTC training, United Kingdom

Negotiation Skills Spearhead Training, Qatar, Dubai

March 2011 HACCP

Food Safety Level 1 at North Atlantic Canadian College, Doha, Qatar, Best Practices

Food Safety Level 2 at North Atlantic Canadian College, Doha, Qatar, Advanced

3- Professional Experience Camps & Residences

 Expertise Areas:Facilities &Accommodation Management

 Cleaning Services & Housekeeping

 Facilities Maintenance & Landscaping

Catering Services & Transport

September 2001- April 2018

 Facilities Manager, Facilities Services Department at Mil Invest Construction, Hirafia Zone, Algeria

Duties:

Accommodation & facilities services management, camps & residences

Cleaning staff & housekeeping activity supervision & transport management

Facilities maintenance, electricity, plumbing, HVAC, civil maintenance

Policies development, implementation, enforcement & standards monitoring

Compliance reports generating

Business activities management & development, external vendors’ contracts,

equipment purchase, order supplies

Accommodation shift planning & transport activity management & Planning

Rooms allocation & occupancy VIP & senior & junior

Staff supervision & training

Stock controls, Ensure stock of all items and order accordingly

Cleanliness and hygiene of the facilities and their surroundings

Travel department management

Events management

Safety meetings & recommendations

HSE inspections & control

Food safety inspections including food preparation, processing, serving & storing

walk in chillers, walk in freezers and dry stores

Food transportation operations supervision including pack-meals

Facilities inspection carry out regular inspections of facilities including residential

Areas, kitchen & dining areas, stores & sports facilities to ensure food safety compliance

Kitchens staff supervision & menu planning

Ensure that food is cooked under hygienic conditions

Waste management, pest control & landscaping inspections

Laundry staff supervision

Gymnasium and sport activities monitoring

Customer surveys & correspondence

June 2010 - May 2012

Facilities Supervisor, Camp Services, Support Services Department, Qatar Petroleum

Duties:

Facilities management & catering services supervision**,** Facilities & Buildings & Restaurants

Accommodation & maintenance staff supervision, housekeeping, reception, laundry, sport

facilities & maintenance technicians & transport team

Policies development, implementation, enforcement & standards monitoring

Business management external vendors' contracts, equipment purchase, order supplies

Contracts negotiation, renewal, budgets preparation & revenues monitoring

Contractor Performance Management

Compliance reports generating

Catering activities supervision, food delivery, food safety, quality monitoring of restaurants

clubs, safety college dining rooms & mess halls

Preventive Maintenance & HSE inspections, Electricity, Plumbing, Carpentry, Maintenance

Stock control & forecast

Dry stores & walk-in chillers safety inspections

Laundry service supervision

Pest control, waste management, landscaping, Transport activities supervision & planning

Training sessions supervision

Sports & cultural activities & entertainment development

Social activities management

Events management & tournament organization

Inventory supervision

Safety inspection, residential areas, kitchen, restaurants, dining rooms, mess halls, stores, pastries

Food safety inspections, food delivery, storing, processing and serving

Inventory supervision

Case studies & statistics

Customer satisfaction surveys
correspondence

1999-2000

 Customer Service Manager at Acme Magazine, Algeria

Duties:

Organise and prioritise duties

Supervise and train staff

Set time-table & Coordinate
Meet clients courteously and answer customers’ calls with respect to company policy
Answer customers’ questions and reach full understanding of what information

is being requested
Focus accurately on all customers’ inquiries using Call Tracking System
Ensure the customers’ follow-up
Perfect knowledge of products and or services
Provide quality customer service on every call and face to face situation
Communicate clearly and effectively with customers
Manage length of calls & Promote team work

4- Fluent in

Spoken and written English

Spoken and written Arabic

Spoken and written French

5-Skills

Strong management skills

Strong leadership and interpersonal skills

Excellent coordination abilities

Physically fit and work overtime when required

Flexible attitude

Team player

6- Details

First name: Djaber

Date of birth: 16th July1978

Email- [djaber.102022@2feemail.com](file:///C%3A%5CUsers%5C348382427%5CDesktop%5Cdjaber.102022%402feemail.com)

 Mobile: Whatsapp +971504753686 / +919979971283

Gender: Male

Marital status: Married

Address: Algeria

7- Driving Driving license - Light