**First Name of Application CV No 1637598**

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**OBJECTIVE:**

To add value to your organization by my work ethics, commitment, accountability, attitude and most importantly results which will ensure a healthy learning experience for me and will account for appropriate returns in the long run.

**STRENGTHS:**

* Able to adapt quickly to new concepts and ideas.
* Proven ability to work under pressure.

**EDUCATIONAL QUALIFICATION:**

* Passed XIth from Mumbai University in March 1992

**WORK EXPERIENCE:**

* Worked with **SMC INFRA LLC OMAN – CLIENT REPRESENTATIVE** as **Camp Boss handling 1200 workers** from Feb 2015.

**Job Profile:**

* Manages and co-ordinates maintenance and repairs on facilities of camp which includes, plumbing, painting, carpentry, cleaning and electrical duties
* Maintaining Standard first aid supplies.
* Checking in and out camp grounds and non-camp groups and maintenance records.
* Supervises and orients camp Laborers.
* Checking of inventory and ordering of equipment and supplies.
* Handling security of camp facilities and camp personnel.
* Inspect all camp facilities and report to relevant personnel.
* Preparing weekly camp attendance report and other required report.
* Supervision of the Catering subcontractors.
* Handling all transport/Vehicle arrangements/Scheduling, filling system and report.
* Maintaining record of incoming and outgoing staff, visitors, client in the camp.
* Resolve the problem in the camp, related in the camp services.
* To arrange recreational facilities for staff/workers within camp.
* To ensure discipline within camp.
* To solve camp residents problems.
* To arrange transportation for sick staff/workers to take them to hospital.
* To ensure that food hygiene as well quality is maintained in company mess .
* To arrange transport for new staff coming from airport and there accommodation.
* To make transport arrangements for staff/workers going on leave.
* Handling end to end daily camp operations in liaison with Admin and HR department.
* Supervision of vendor & sub-contractors in the camp.
* To manage day to day affairs within camp on all administrative issues.
* Ensuring smooth operation of the camp, creating and supervising the emergency crew, 24 hours on call.

**Skills:**
Skills in planning and administration
Ability to work under pressure
Good analytical skills and solution focused person
Demonstrate accountability
Ability to work well in a multicultural team
Excellent stress management skills
Negotiation and problem solving skills
Excellent communication and coordination skills

* Worked with **M/s. Unimark Enterprises** (Dealer of Carborundum Universal) as **Sales Representative.**

**PERSONAL DETAILS:**

* Date of Birth : 27th Nov 1974
* Nationality : Indian
* Marital Status : Married
* Languages Known : English, Hindi, Marathi & Malayalam.