**Curriculum vitae First Name of Application CV No 1643724**

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| **Personal information** |
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| Date of Birth |  | * 26-05-1975 |
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| Nationality |  | * Indian, Kerala |
| **OBJECTIVE** |  | More than 12 Years of experience in Administration field(more than 9 years in UAE) related to Maintenance & Facility  Exploring new ideas in the field of Maintenance Administration for professional development .As an professional I have gained excellent work exposure, would prefer to work in a challenging environment where my knowledge and experience are fully utilized and properly |
| **Post Applied for** |  | * **Maintenance/Facility Administrator** |
| **Work experience(India)** |
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| **•** Dates (from – to) |  | * February 2002 –January 2004 | |
| **•** Name and address of employer |  | * **Yeses Timbers & Veneers ,Perumbavoor, Kerala, India** | |
| **•** Type of business or sector |  | * Timber & Core Veneer trading | |
| **•** Occupation or position held |  | * **Office Clerk** | |
| **•** Main activities and responsibilities |  | * Taking Measuement of Planksand core Veener, Calculate Volume in Cubicfeet,and Squarefeet * Office admin work like Making Bussines letters , chekcing of Mail, replay to mail ,filing, coping ,fax. | |
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| **•** Dates (from – to) |  | * May 2007 –February 2009 | |
| **•** Name and address of employer |  | * **Kandanthara Muslim Jama-ath, Perumbavoor, Kerala, India** | |
| **•** Type of business or sector |  | * Religious establishment running Mosque, High School, Shopping Complex, Auditorium, Conducting charities etc. | |
| **•** Occupation or position held |  | * **Office Secretary** | |
| **•** Main activities and responsibilities |  | * Maintain daily accounts , Cash flow, Preparing of invoice, Vochers, Pay roll ,Up date Renatal agrements, * All Office admin works like making Official letters, chekcing of Mail, replay to mail ,filing, copying ,fax. * Coordinting relegious progremme propely like Eids, Ramzan, Miladi sherif, Day of Badar, Relegious Speechs etc. | |
| **Work experience(UAE)** |  |  | |
| **•** Dates (from – to) |  | * January 2004 –JANUARY 2006 | |
| **•** Name and address of employer |  | * **MODERN BAKERY LLC, DUBAI, UAE.** | |
| **•** Type of business or sector |  | * Bread & Bakery Manufacturing | |
| **•** Occupation or position held |  | * **DATA ENTRY OPERATOR** | |
| **•** Main activities and responsibilities |  | * Entering Debit/Credit Invoice in System, * Taking Sale reports by item waise /daily/Weekly/Monthly/Yearly waise * Taking Sale Order from Hotals & Restaurants (KFC,Hardees,Pizzahat & MacDonald) through telephone | |

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| Dates (from – to) |  | * February 2009-Up To Present |
| **•** Name and address of employer |  | * **RAHA VILLAGE PROPERTIES LLC, ABU DHABI, UAE.** |
| **•** Type of business or sector |  | * Labour Accommodation (Al Raha Village is the Largest “Labuor city “ in Abu Dhabi, UAE, which can accommodate over 40,000 residents and provides hospitality and operational services such as Facilities management , Catering services , Security services , Transportation and Laundry services etc.) |
| **•** Occupation or position |  | * **Administrative Assistant (Technical & Facility Dept.)** |
| **•** Main activities and responsibilities |  | * Receiving Work Order from Raha Village premises (Raha Facility, Tanween Hospitality, Raha Automatic Laundry, Raha Shopping Mall & Raha Lifecare Hospital & Liberty Restaurant ) and passing to concerned section and attendant all emergency maintenance call from mentioned above * Manipulate Work Orders by using EZWARE software(ERP) * Making time sheet for all staff * Prepare preventive maintenance Plan & Records * Prepare all Technical and Maintenance documents for ISO ZoneCorp & Estidama related to Auditing & Inspection * Making Daily/Monthly/Yearly Consumption Report of Electricity, Water, Gas and forwards to Cost Control. * Taking Utility bills (Electrical & Water ) from ADDC through online * Prepares Memos and making other office corresponds * Prepares the cost assessment for recovery charge * Preparing monthly duty schedule and also making separate duty schedule for holidays and Weekends * Knowledge about facility and familiar with CAFM & CMMS system * Making Daily Works reports of Technical & Maintenance works * Review and attend day to day maintenance call and ensure company’s reputation as a high quality service provider is maintained and enhanced. * Assist to make Material Request, Purchase Request, Bid tabulation & Job Order to subcontractors with Store Keeper and Procurement Dept and making Work Permit for subcontractors * Prepare the document for cost allocation and payroll allocation * Maintaining spare parts inventory with help of store keeper * Report to Maintenance Manager for any exception approvals or waivers to existing policy / procedure * Evaluate non-maintenance issues and raise work orders in timely manner * Ensure proper recording of Service Requests & follow up on corrective action * Petty cash handling |

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| **Education and training** | | |
| • Dates (from – to) | | |  | * April 1991 —March 1993 (**2 Year-Higher Secondary Education)** | | | | | |
| • Name and type of organization providing education and training | | |  | * **Govt. Vocational Higher Secondary, Odakali, Kerala.** * Biomedical equipment’s | | | | | |
| • Principal subjects/occupational  skills covered | | |  | * Repairing & Maintenance of Biomedical Equipment’s * Basic Electronics Engineering, | | | | | |
| • Title of qualification awarded | | |  |  | | | | | |
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| • Dates (from – to) | | |  | * April 1993-March 1995 (Completed) **(2 year-Industrial Training)** | | | | | |
| • Name and type of organization providing education and training | | |  | * **Govt. Industrial Training Institute, Kalamassery, Kerala.** | | | | | |
| • Principal subjects/occupational  skills covered | | |  | * Fitter Trade (Mechanical)- * Basic Mechanical Engineering, Filing, Mechanical tools | | | | | |
| Title of qualification awarded | | |  | * **Tradesman (Fitter-Mechanical)** | | | | | |
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| • Dates (from – to) | | |  | * July 1999 –May 2002 ( **3 year-Engineering Diploma)** | | | | | |
| • Name and type of organization providing education and training | | |  | * **Govt Polytechnic College, Nedukandum, Kerala.** | | | | | |
| • Principal subjects/occupational  skills covered | | |  | * Computer Engineering & Technology * Basic Engineering, Engineering drawing, BASIC,VB, C, C+ | | | | | |
| • Title of qualification awarded | | |  | * **Junior Software programmer** | | | | | |
| **Personal skills**  **and competencies**  . |
| mother tongue | |  | | * **Malayalam** | | | |
| Other languages | |  | | | |
|  | |  | | * **English** | * **Hindi** | | * **Tamil** | |
| **•** Reading skills | |  | | * Very Good | * Nil | | * Nil | |
| **•** Writing skills | |  | | * Very Good | * Nil | | * Nil | |
| **•** Verbal skills | |  | | * Very Good | * Very Good | | * Very Good | |
| Social skills  and competencies | |  | | * Team work & Management skill: I have always worked in a team of professionals. * Work in international environment & Multicultural environment. | | | |
| Organizational skills  and competencies  *.* | |  | | * I was worked with different types of teams for the last 8 years. During this period I developed and improved my organizational and interpersonal skills. | | | | | |
| Technical skills  and competencies | |  | | * Competent with Microsoft Word, Excel, Power Point programs with excellent typing speed, AutoCAD(2D,3D), Basic Inventory Knowledge & Accounting Knowledge, Familiar with CAFM & CMMS system, Basic knowledge about MAXIMO through online. * Proficient in operating PC, Facsimile, Photocopier, Telex and various office machines, including working knowledge of prevailing popular application software. | | | | | |
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