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

Whatsapp Mobile: +971504753686

 

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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 & FacilityExploring 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)** |
|  |
|  **•** 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.
 |
|  |  |  |
|  **•** 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
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| **•** 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 |  |  |
|  |  |  |
| • 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)**
 |
|  |  |  |
| • 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 skillsand 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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