**First Name of Application CV No 1650138**

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**Result Oriented Professional in Oil & Gas Projects /Facility Management & Administration**

**PERSONAL DOSSIER**

Date of Birth 13thNovember, 1974

Language Proficiency English, Hindi, Arabic, Kannada, Tamil, Tulu and Malayalam

Nationality Indian

Marital Status Married

**SCHOLASTICS**

**X Board Exam: Milagres** English Medium School, Mangalore**.**

**Pre – Degree (Science, PCME):** St. Aloysius College, Mangalore.

**BA Degree (Economics):** St. Aloysius College, Mangalore.

**MBA (Marketing) - Calicut University**

**Diploma In Hotel Management**: NSHM Kannur.

**Diploma in Fire and Safety:** Mangalore Institute of Fire & Safety Eng. Mangalore.

**Nebosh IGC:** Dubai Chapter of Connaught Compliance Gulf Services, Cardiff, U.K.

**TECHANICAL CERTIFICATIONS**

**D.O.A:** Diploma in Office Automation**.**

**SustainAbilities – Towards a better future – Interserve U.K.**

**HACCP:** Based on Food Safety Management System**.**

**Intermediate Food Safety Management Course.(Level 3–From the Royal Institute of Public Health UK)**

**Level 4 Award in Managing Food Safety (QCF) - Highfield, UK**

**BLS/First Aid: Hamad** International Training Centre**.**

**DDC:** Defensive Driving Course

**OSHAS:** Outreach Training Program

**PIP**: Pride In Production Work Environment (Organized by **Pearl GTL**)

**Incident and Injury Free Supervisor Skill training programme** (Organized by Pearl GTL)

**RasLaffan Workers Health Promotion Programme** – Conducted by **Qatar Petroleum**

**I.L.M: The Leadership and Supervisor Training Program**(Institute Of Leadership Management, UK)

* **Supervision within life critical Activities**
* **Productivity through Planning & Organising.**
* **Practical Leadership.**
* **Train the Trainer**
* Introduction to FSI,PTW & TSTI
* Non-Destructive Examination CBT Course
* Hand Safety & Manual Handling CBT course
* Defensive Driving Refresher CBT Course
* Working at Height CBT Course
* Emergency Response CBT Course
* Confined Space Entry CBT Course
* Lifting & Rigging Awareness CBT Course
* Hazard Identification CBT Course
* Hydrogen Sulphide Awareness CBT Course
* Managing Pressure & Leak Testing CBT Course

**CORE STRENGTH**

* Sound Knowledge of MS Office, Out Look, web mail Access, ERP & EPICOR Working system.
* Excellent communication, Logical & Analytical Skills.
* Excellent Leadership Qualities and ability to lead a team & work in diverse cultural environment.
* Very Co-operative.
* Always willing to learn more and capable to work under tremendous pressure and act spontaneously.

**CORE COMPETENCIES**

Facility Management Security Operations Budgeting & Cost Control

Administration Mess & Catering Operations Procurement & Sourcing

Welfare Logistics Laundry & Housekeeping

Team management Health & Safety

**CAREER OBJECTIVE**

To be a self-motivated next generation leader with the ability to adapt to rapidly changing technologies and environment with a strong desire to undertake challenging jobs and to work as a team to achieve the goals of the organization.

**OPERATIONAL PURVIEW**

* **Accomplished assignments in mobilization & de-mob of manpower:**
  + Maersk Oil Qatar Manpower Supply Contract - Jul’09
  + Ras Gas Train#6 Shut Down Activity- Oct’09.
  + Oryx GTL Maintenance Shut Down Activity - Jul’10.
  + Ras Gas Train#01,02,05 Shut Down Activity – Oct’10
  + QASCO Shut Down Activity – Dec’10
  + QVC Shut Down Activity – Dec’10
  + QSGTL(PEARL) Start up – Maintenance Contract – Feb’11
  + Ras Gas Train#04 & 05 Shut Down Activity – Mar’11
  + Dolphin Energy Manpower Supply Contract – Jan’12
  + QSGTL(PEARL) Turn around Project – Mar’12
  + Qatar Gas Maintenance Shut Down Activity – Apr’12
  + New Doha International Airport Construction (Tank) Project – May’12
  + Ras Gas Train#06 & 07 Shut Down Activity – Oct’12
  + Punj Lloyd – QS Tec Polysilicon Project – Phase 1 – Start Up and Manpower mobilization –Nov’12
  + Oryx GTL Maintenance Shut Down (Unit 35/84 & 45) Activity –Dec’12 and Dec ‘13
  + Qatar Shell & Pearl GTL Turnaround Feb15 – April 15 – Mobilization of 1500 manpower, coordination and delivering our commitment to Goal Zero.
  + **Notable achievements**:
  + Implemented procedures for receiving, storage, food preparation and reduced wastage to bring down the production costs.
  + Initiated methods in transportation of packed meals to project sites to maintain the temperature controls by reducing the transportation time and logistics as per client requirements.
  + Managed contracts at negotiated prices with vendors, subcontractors for camp rentals, tenant services, operation & maintenance, janitorial supply, energy management and utility services.
  + Managed own & leased building facilities, Camps & Villa’s at multiple locations in compliance with company HSE policy and state regulations.
  + Was rated the Best Camp by “Qatar Labor Ministry’’ for meeting the state regulations, providing best living standards and welfare facilities to the employees.
  + Appreciation from QP and WHO delegates during their visit to the Camp facility.

**PRESENT PROFESSIONAL SYNOPSIS**

An astute professional with **over 19 years** of experiences in Hospitality, Catering, Public relations, Administration & Health & Safety including **8 years** overseas experience in Oil & Gas Project Management and operations with reputed organizations.

**Previously worked in Qatar with Madina Group W.L.L May’09 – Sept ‘15**

A leading Engineering, Project Management, Maintenance, Training & Inspection Services Company with around 3500 employees, that caters to Qatar’s Oil & Gas Sector. Our Clients include Qatar Petroleum, Shell GTL, Oryx GTL, Ras Gas, Total Energy, Maersk Oil, Dolphin Energy and Punj Lloyd.

**Position: Camp Manager–** Managing large Camps with 3000 plus residents at multiple locations with Junior & Senior category and Staff Villas (from the **Management Level** to **Sr.Staff**)**. Dec’11 – Sept’15**

**Position: Senior Camp Administrator Sept’10 – Dec’11**

**Position: Camp Administrator May’09 – Sept’10**

* **Camp Management**:
* Plan Accommodation for the new arrival employees as per their Designation.
* Arrange Airport pickup for new arrival employees and liaise with the Training Co-ordinator regarding Safety inductions and Training Programs for new employees.
* To set up oversee POB (Personnel on Board) systems and plans in accordance.
* Provide induction about the Company and Camp Rules and Regulation to new employees upon arrival.
* Avail cash advance from the Finance Dept. and issue Initial Salary Advance to new employees upon arrival, Document the procedure and further, submit it to Finance Dept.
* Issue Gate Passes and site induction cards of concerned sites to the employees and plan mobilization to the sites as per requirement from the clients and Projects at RasLaffan Industrial City.
* Cordiant with store for the issue of bedding, Housekeeping items & PPE to new employees.
* Prepare the LPO of required housekeeping Items in conjunction with Admin Dept. for future mobilization of new employees and submit it to Purchase Dept. For procurement.
* To plan the accommodation for offshore employees as per the offshore rota/manifest and Chopper/Boat Schedule.
* To plan accommodation for **Mass Arrival of employees for Shutdown activity** at various projects and further repatriation of employees after completion of shutdown.
* To maintain sanitation, cleanliness, hygiene and upkeep of all facilities of the Camp.
* Prepared daily Camp Report and Accommodation Status of all Camps, senior staff Villas and submit it to HR and Admin Dept.
* To coordinate mail/courier pick up and assure timely delivery of mail to the offices.
* Check the status of absent employees upon receiving the daily attendance report from various sites, update the HR and Admin Dept. regarding frequent absentees and liaise with the Company Clinic regarding sick employees provide logistic support for the transportation of sick employees to the Hospital for further medical care if required.
* To monitor and report any unsafe, unhygienic acts of discipline against the Companies Code of Conduct.
* Responsible for the recreation facilities and the misuse of recreation equipment’s and periodical maintenance and servicing of this equipment’s.
* Monitor all personal movement of employees moving in and out of Camp Facility.
* Oversee the Maintenance jobs at the **Camp’s & Villa’s** in coordination with the Maintenance Supervisor. Prepare LPO for all items required for Camp Maintenance and forward it to Purchase Dept. after the approval from Admin Manager.
* Oversee the Laundry and Housekeeping Operations in the Camp and address all complaints pertaining to it.
* Respond to all emergency situations in the Camp and as Chief Fire Warden help evacuation of people from accommodation block and proceed to muster point. Give First Aid Treatment for sick employees in the event of a Medical Emergency and refer them to the Company Physician.
* Prepare duty roaster and weekly time sheets for the Camp staff and submission to the Time Keeping Dept.
* Carry out Pest Control at the Camp Facility as per the schedule.
* Check the evacuation of waste skips and sewage tanks on a daily basis and inform the concerned authorities about irregular evacuation and ensure that companies Waste Segregation & Waste Management Policy are effectively implemented and followed.
* Develop and implement in line with companies HSSE guidelines and policies an effective and trouble free service with consideration of safety regulations, environmental standards, rules for the prevention of accidents and guidelines of the quality system, implementing and taking responsibility for all necessary training for staff in the facility.
* Control and management of costs in line with the budget.
* **Catering Operations:**
* To plan a Cost effective Menu with the conjunction of Senior Chef’s as per Nationalities (**Continental & Asian**) to meet all ethnic demand of all employees and execute it with the approval of Admin Manager.
* Prepare Mess requisition demands and forward the LPO to the supplier after approval from Admin and Finance Dept.
* Timely review the Quotations from various suppliers regarding the brand, Price and Quality of Items and submit it further Admin and Finance Dept. to finalise the supplier.
* On receiving any complaints from the employees, ensure all matters pertaining to food complaints are address and rectified.
* Ensuring the requirement for appropriate sanitation and safety level in Mess operations.
* Closely monitor kitchen staff performance and inform the Admin Dept. in due intervals.
* Follow the system of procedure for receiving FMGC consumables, storage, and preparation, serving and waste disposals.
* Always keep updated and be prepared to discuss work methods with a view to on-going improvements and communicate areas of concern to kitchen staff.
* Ensure that stock rotation is carried out as per FIFO system.
* Monitor the dispatch of Food Parcels to various sites and Offices as per the requirement.
* Check the consolidated bills for all Mess locations (Provision, Fish, Vegetables, Diesel and LPG, Potable water supply, Laundry, Waste Skips disposal, sewage removal and Pest control) and forward it the Admin Manager by the 1st week of every month.
* Do the costing for the past month depending on the man-day’s and the consumption and submit it to the Accounts Dept.
* **Welfare Activities:**
* Conduct “**Camp Committee Meetings** “with concerned site representatives to review the living standards of the Camp’s& Villa’s residents for further progress and improvisation.
* Plan sports activity as part of “**Team Building Events”** and”**Fun after work”**, every month and to promote sports culture.
* Organise Events and celebrations at camp facility in connection with festivities for different nationality.
* Plan and conduct leisure picnic for employees during holidays.
* Upon receiving the nominations for Employee of the Month Award from various sites, forward the details of the selected employees after review and scrutiny to HR/Admin Dept.
* **Logistics:**
* Oversee the condition of all company vehicles (heavy & light) of various project sites. Ensure that all drivers handover the vehicles after duty times at the camp office and document the timings in the Vehicle Log Book.
* Liaise with the HO regarding timely maintenance and servicing of vehicles and forward the invoices after scrutiny to Accounts Dept after the approval from HRM.
* Issue of Diesel Coupons to drivers and check the consolidated Diesel invoices and forward it to the Accounts Dept after scrutiny.
* Periodic inspections and servicing of all Project and Camp Vehicles.
* Update records and check the registration and insurance renewal of vehicles in due intervals.
* Liaise with the PRO regarding the vehicles traffic fines and police cases.
* **HSE:**
* Plan and conduct Safety Tours at the Camp Facility every month and document. Review the final report and submit it to the HR and Admin Dept.
* To ensure compliance of company HSE policies & procedures.
* Ensure that all the procedure of **Food Safety Management System and HACCP procedures** are met as per required international standards.
* Conduct weekly **TBT for Catering, Housekeeping, Maintenance crew& Security** staff and review the food preparation methods in due intervals to meet required safety standards and document it.
* To conduct hygiene audits in the camp and kitchens including use by date and storage methodologies to ensure camp health & sanitation standards are maintained.
* Conduct quarterly camp inspection along with the Safety Dept and ensure the compliance of required standards as per various client requirements.
* Up keeping of all equipment’s and Safety gadgets at Camp Facility and report defective and abuse to HSE Dept.
* Conduct Medical and Fire Emergency Mock Drills at regular intervals at Camp facility and document the report.
* Liaise with the Camp Clinic regarding medical cases and provide required logistics support for transportation of sick employees to Hospital for further medical care.
* **Security Operations:**
* Prepare duty roaster and time sheets for Security Personnel of all Project and Office locations.
* Monitor and to check the duties of Security personnel in due intervals.
* Review their performance and initiate disciplinary actions upon receiving complaints from concerned site administrators.
* Ensure that gate passes and material passes are issued and checked at all security posts prior to material delivery to site locations from workshops.
* **Site Pantry Consumables & Janitorial Items:**
* Prepare LPO upon receiving requests from various Project Sites and Offices and forward it to the supplier after the approval from Asst. Admin manager and finance Manager.
* Liaise with the supplier regarding the supply of concerned items and delivery timings.
* Submit the monthly bills after review with the respective sites DN and scrutiny to the Finance Dept. after conjunction with the Admin Manager.

**CAREER CONTOUR**

**DAMAC CATERING SERVICES Jan’07 – Nov’08**

**Camp Boss- Onshore Drilling Rigs Base Camps of M. B. Petroleum Services, Pool International and Schlumberger, Muscat, Sultanate of Oman**

Responsibility:

* In Charge of Base Camp with MB **Drilling Rig**#04, M. B. **Well Pulling Hoist** #36, M. B. WPH Hoist#24 and Halliburton Ware House and Cementing Operations.
* To oversee the setup of all camp facilities (House Keeping, Maintenance, Daily Operation, Security etc.).
* -To be single point of contact for the camp operations.
* -To oversee, daily inspects all facilities (office; mess hall, kitchen, recreation, etc.) to assure proper and a very high quality standard.
* -To assure that the catering standard remains very high and that a variety of food is provided that is suitable for a diverse workforce.
* -To assure compliance with camp operations contract as per PDO (Petroleum Development of Oman) requirements.
* -To manage all issues and resolves all problems relating to the offices, accommodations and catering at the camp.
* Issue of PPE items to the crew as per requirements.
* Conduct periodic Safety Mock Drills at camp facility to update the residents about the safety procedure.
* -To set up oversee POB (Personnel on Board) systems and plans in accordance.
* -To assure that all medical needs and evacuation needs are handled.
* -To coordinate mail/courier pick up and assure timely delivery of mail to the offices.
* -To assure the organization of communications equipment (radios, email, cell phones, land lines, satellite TV, satellite phones.
* -To coordinate and arrange timely In/Out movement (Transportation & Attendance) of all personnel between Muscat and the camp.
* -To frequently communicate with the management and team members to assure a satisfactory camp experience.
* To manage and follow all rules and procedures as per Company policy.
* Conduct weekly TBT for Catering /Camp staff and review the food preparation methods in due intervals to meet required safety standards and HACCP requirements

**Operator Communication Network, Mangalore, Karnataka, India Oct’05 – Jan’07**

**Director**

Responsibility:

* In Charge of Local Channel, Programme, Production, Marketing and Collection of Advertisements, Live Telecast of Local Events and Expansion Activities.

**Key Stones - Entertaining People, Mangalore, Karnataka, India Jan’03 – Sep’05**

**Operations In charge**

Responsibility:

* In Charge of Marketing, Publicity, Event Co-Ordination, Promotional Activities and Customer Relations.

**Hotel Abhimaan Residence, Mangalore, Karnataka, India Aug’00 – Nov’02**

**Restaurant Manager**

Responsibility:

* Was in charge of Bar & Restaurant, Conference and Banquet Hall.
* To analyze recipes to decide costs for food and labor and assign menu prices.
* To evaluate the success of new dishes and remove them from the menu if they are not profitable.
* To oversee the food preparation, checking the quality and size of the servings.
* To resolve customer complaints about food or service.
* Monitor actions of staff and customers to ensure that health and safety standards and liquor regulations are obeyed.
* Consistent check of Banquet Food and Beverage quality.
* Consistent check of Banquet services.
* Consistent check of Banquet Plate presentation.
* Ensuring that services meet customer specifications.
* Accurate and affective meeting and banquet room set ups as outlined in the Function Contracts.

**EROD’S CATERERS, Mangalore, Karnataka, India Oct’99 – Jun’00**

**Catering Manager**

Responsibility:

* Was totally In charge of Marketing, Staff Handling, Procurement, Deployment of Manpower, Logistics, PR and Supervision of outdoor Catering Services.
* managing the food and beverage provision for functions and events;
* supervising catering and waiting staff at functions;
* planning menus in consultation with chefs;
* recruiting and training permanent and casual staff;
* organizing, leading and motivating the catering team;
* planning staff shifts and rotas;
* ensuring health and safety regulations are strictly observed;
* budgeting and establishing financial targets and forecasts;
* monitoring the quality of the product and service provided;
* keeping financial and administrative records;
* managing the payroll and monitoring spending levels;
* maintaining stock levels and ordering new supplies as required;
* interacting with customers if involved with front of house work;
* liaising with suppliers and clients;
* negotiating contracts with customers, assessing their requirements and ensuring they are satisfied with the service delivered (in contract catering);
* ensuring compliance with all fire, licensing, and employment regulations;
* Maximizing sales and meeting profit and financial expectations.
* setting and agreeing budgets;
* monitoring quality standards;
* overseeing the management of facilities, e.g. checking event bookings and allocation of resources/staff;
* planning new promotions and initiatives, and contributing to business development;
* dealing with staffing and client issues;
* keeping abreast of trends and developments in the industry, such as menus, trends in consumer tastes and management issues

**Mangalore Caterers, Mangalore, Karnataka, India Oct’97 – Sep’99**

**Catering Supervisor**

Responsibility:

* Plan and coordinate all aspects of catering, including meeting with clients, service activities, sanitation, and fiscal responsibilities.
* Work with management and staff to ensure cost effective pricing and generate positive revenue from events.
* Supervise staff during all aspects of catered events to ensure high quality service standards and presentations are met.
* Meet with clients to coordinate event-specific details and special requests and develop plan to fulfill or exceed client’s expectations.
* Use information on function sheets to coordinate food and beverage services for scheduled events.
* Provide and communicate a layout/ diagram of catering events, including details of table service.
* Maintain high sanitation and safety standards in all catering storage rooms and other catering areas.
* Control all labor schedules in accordance with budgeted costs.
* Acquire and maintain knowledge of current food and catering trends.
* Maintain proper stock level of all catering equipment
* Assist with hiring, training, evaluating, and supervising of all catering staff, including completing staff schedules and providing information about catering events to staff.
* In charge of Marketing, Staff Handling, Procurement, Transportation and Supervision of outdoor Catering Services

**ITC Welcome Group Manjarun Hotel, Mangalore, Karnataka, India. Aug’93 – Nov’96**

**Front Office Assistant**

Responsibility:

* Was in charge of Front Office under the Front Office Manager.
* Travel Desk, Guest Relations & Customer Care.
* To ensure correct check in and checkout procedure are followed as per bookings and reservations.
* To oversee the day to day reception activities and update and prepare records and forward it to Front Office Manager.