

**CURRICULUM VITAE**

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| ***First Name*** | GOPAKUMAR  | ***Nationality*** | INDIAN |
|  |  | ***Residence*** | KERALA, INDIA |
| ***Year of birth*** | 24-05-1974 | ***Civil Status*** | MARRIED |
|  |  | ***MAIL*** | *Gopakumar.283565@2freemail.com* |

**OBJECTIVE**

 To perform to the best of my knowledge, ability and expertise gained and play a vital role in the growth and development of the organization & achieve success through hard work & determination. Engaging Camp Manager overseeing camp activities and ensuring proper maintenance of camp facilities. Adept at managing camp operations and preparing seasonal budgets. Specialize in encouraging enrollment and ensuring the safety of participants.

**SUMMARY OF THE JOB:**

* This responsible work in the **CAMP OPERATIONS** and assuring the safety an employee allocated to this class of work is responsible for maintenance and repairs on camp & sites to insure successful operation. Prepared annual camp operations budgets.
* Work is performed independently within established policies and procedures under the general direction of an camp management, Daily man days and meal control sheet verify and approve, Checking the Monthly Progress Invoice, Monitoring for Mess Management, Vehicle Management, Site/Camp Clinic, Transport Management, Store & Safety Management, waste management, Pest control of facilities, horticulture, Sewage Treatment, Food safety policy, Self-hygiene, Housekeeping standards, Laundry services, Safety awareness Programmers& Labor welfare, attending to each and every complaint immediately, Preparing meal vouchers of clients, Maintaining opening & closing stocks records, Maintaining Indent records on 15 days basics Preparing PRR of catering crew monthly, Provided training to all camp personnel
* **KEY QUALIFICATIONS.**
* Good computer literacy and administrative experience, Ability to write routine reports and correspondence , Able to handle with Government bodies, Excellent communications skills
* Familiar with all applicable health and safety guidelines, fire prevention, and First Aid Procedure during Medical Emergencies Works with operations to ensure service orders for living quarters are completed in a timely manner, Knowledge of all relevant safety standards related to area of responsibility for companies.
* Knowledge of relevant equipment, policies, procedures, and strategies to promote cost effective Accommodation arrangements for both the customer and the internal client.
* Handling confidential documents strictly observing necessary controls/access restrictions Adhered to company confidentiality procedures and policies
* Managing and coordinates maintenance and repairs on camp facilities including plumbing, painting, carpentry, cleaning, and electrical duties.
* Ability to coordinate with Local Authorities and public relations,
* Ability to solve practical problems and deal with a variety of instructions furnished in written, oral, diagram, or schedule form, Strong motivational abilities
* Ability to work under pressure and be accountable for your actions
* Responsible for maintaining vacancy/occupancy rates and keeping records of labors& staff staying in accommodation, Supervise, escort and direct sub-contractor employees,

***SUMMARY OF PROFESSIONEL EXPERIENCE - 17 YEARS OF EXPERIENCE***

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| ***Period*** | ***Company*** | ***Position*** |
| 25th Jan- 2017 to Till date | ABM GROUP LLC | **CAMP ADMINISTRATOR /COORDINATOR** GENERAL AFFAIRS/ LABOUR WELFAREACCOMMODATION & COMMON FACILITY |
| 23rd Oct : 2011 to 31st Dec: 2014 | JGC CORPORATION **BARZAN ONSHORE EPC PROJECT-QATAR** | **CAMP ADMINISTRATION** /**ACCOMMODATION IN CHARGE** |
| 03rd Nov: 2007 to 07th May : 2011  | ESSA ENG: & POWER POINT –LLC – **UAE**MEP PROJECT | **CAMP MANAGER** - GENERAL AFFAIRSACCOMMODATION & COMMON FACILITY |
| 18th Sep: 2005 to 20th Feb : 2007  | HYUNDAI ENG: & CONSTRUCTION – **KNPC – OFFSHORE PROJECT- KUWAIT** | **SITE/CAMP ADMINISTRATOR** / GENERAL AFFAIRSLABOUR WELFARE& TRANSPORT COORDINATION |
| 12th Feb: 2003 to 12th April : 2005 | LEGOTEC - KOREL INDUSTRIES SDN BHD – **MALAYSIA** | **CAMP ACCOMMODATION MANAGER** , ACCOMMODATION CUMLABOUR WELFARE  |
| 28th Mar: 1997 to 15th Oct : 2002 | DOMANIC ENG : &CONSTRUCTION**NTPC – L&T ONSHORE PROJECT** - I**NDIA** | **SITE / CAMP ADMINISTRATION, ACCOMMODATION OFFICER** TRANSPORT CORDINATION |

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| **Position:**  | CAMP ADMINISTRATOR/ ACCOMMODATION IN CHARGE(ACCOMMODATION ,GENERALAFFAIRS & COMMON FACILITY) |
| Duration:  | 23rd Oct. 2011 to 31st Dec-2014 |
| Company:  | **JGC Corporation[ISO-14001/OHSAS 18001 ISO- 9001]** |
| **Project**  | **Barzan Onshore EPC Project – Ras laffan** |
| Client | Ras Gas (Qatar Gas) |
| Location | **Qatar** |

**KEY ROLES & RESPONSIBILITIES:**

* Supervising and controlling all of the 04 numbers of labor camps including staff camps, villas, and family accommodation. (LIVING QUARTER ACCOMMODATION, LABOUR WELFARE, GENERAL AFFAIRS, & COMMON FACILITY) (with the Capacity of 27000 numbers of Employees and 38 numbers of different nationalities) staying in JGC Barzan camps in Raslaffan, Handling the Labor and Staff camps and they were divided (Room allocation) in four categories of Top Management, Management, seniors& juniors, Skilled Labors and Unskilled Labors. Room allocation arrangements and plans were made as per to the Nationality and their Language it has been kept the priority for Skilled Labors and Unskilled Labors alone.
* Co-ordinate with all camp boss, site Admin, H.O. Admin for accommodation as well as transportation and taking care of daily admin work of Camp. Apart from that taking care of mess like, preparing menu, checking food quality, review food stuff purchase and cleaning of mess etc, and also controlling the cost for all the camps and mess, with co operation of camp bosses and guiding them time to time and advising them regarding company new polices. Hiring new camps as per the company requirements,
* Manage the camp occupancy in liaison with Site construction representative. Actively participates to the **HSE**, **KPI** (Key performance indicator) & **HACCP** (Hazard analysis and critical control points) & standard implementation. Scheduled regular staff meetings
* Ability to Tackle the Challenging Works, which is given by the Management
* Analyzes M&O personnel requirements and personnel effectiveness and makes recommendations for increases, decreases, transfers or removals to improve operational efficiency and cost effectiveness
* Manage solid waste, vector control, septic removal, as well as cleaning services, housekeeping, and laundry. Review and compliance of service operation in accordance with current site schedules
* Dealing the Sub Contractors for their Staff Accommodation and making the monthly Invoices to charge the Sub Contractors. Dealing with the Catering Companies and discussing the issues about the food if any complaints and maintaining the Hygiene food
* Dealing with the Facility Management for all utilities like Cooking Gas, House Keeping, Laundry, Landscaping, and keeping the records of it, Managing Recreation, Gym, Clinic, Supermarket and Saloon.
* Arranging the Safety Drill at camps for Fire & Health by the cooperation of HSE Department
* Arranging the Pest Control in the Camps and its surroundings & making the schedule for it.
* Dealing with Male Nurses in the camp and training them for emergency cases.
* Weekly arrangement of shopping trips for all the Staff and Labors with the Security guard
* Keeping a register at the Gate for daily entries for all outgoing and incoming Visitors
* Making a food menu with the cooperation of Catering Department as per the Nationality
* Daily reports to the Administration Manager of the Camp daily Activities
* Arranging the Entertainment Programs for all employees
* Maintaining Swimming Pool and its cleaning on weekly basis and keeping a Life Guard around the Swimming Pool on its timings
* Inspection of the Camp on daily basis and implementing any new things in the Camp if getting some suggestion from the suggestion box
* Maintaining the Recreation Halls for Top Management, Management, Senior Staff and all the Operatives and discipline in timings will be maintained
* Make sure that material to finished products meets quality and safety standards specified in the purchasing documentation. Submit weekly /monthly reports about the safety practices
* Inspect products purchased by company from suppliers and maintain records of supplier performance.
* regularly check and test samples of a product
* Keep records of all the tests they have carried out. Use charts and statistics to analyses the results.
* Verify and check compliances of camp on a day-to-day basis. Checking rooms every day ( Anybody absent or sick) keep record
* Write and present a report to show the findings. The inspector may be responsible for declaring that a product is not safe or is not of the specified quality.
* Meet with production staff to work out the root cause of the problem and to decide whether current processes need to be changed. Recommending and developing local authority policies.
* Perform Maintenance and Repairs on the Camp Facilities including Plumbing, Painting, Carpentry, Cleaning and Electrical Works
* Ability to Tackle the Challenging Works, which is given by the Management
* Maintaining the Discipline in the Camps & displaying the safety alerts Posters in the camp.
* Handling the Maintenance Team and keeping the records of the Store with a Store Keeper and the service will be round the Clock.
* Making an Inventory on Monthly, Quarterly, & Annually Basis and keeping its proper records.
* Attending the meeting with Safety Department and with the Management as per to their schedule to solve the issues and getting an advice from the Top Management.
* Co-operation with HR Department, Accounts Department, Personnel Department, and the Daily Wages Department
* Perform Maintenance and Repairs on the Camp Facilities, Ability to work independently ability to operate and Maintain Kitchen Equipment’s
* Make arrangements of Disposal of Garbage and Skip at the Camp premise
* Assure responsibility for maintaining the Standard First Aid.
* Keeping round the Clock an EMERGENCY RESPONSE VEHICLE
* Coordinators to provide a system that results in**” a happy worker away from home”**

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| **Position:**  | **CAMP MANAGER** - GENERAL AFFAIRSACCOMMODATION & COMMON FACILITY |
| Duration:  | ***03rd Nov: 2007 to 07th May : 2011*** |
| Company:  | ***ESSA ENG: & POWER POINT –LLC – UAE******MEP PROJECT*** |
| Client  | MEP |
| Location  | **United Arab Emirates**  |

**KEY ROLES & RESPONSIBILITIES**:

* Camp operations management developments in the Camps, problem solving between the labors and Staff at the camp premises if it is beyond my control advice for further action in the Administration department,
* Designed new camp programs.
* Planning, organizing, mobilizing and implementing company procedures
* Managing and overseeing all camp/catering activities.
* Ability to open new business lines with new clients in order to fulfill the capacity of a 2000 - 3000 person camps.
* Monitoring camp premises and carrying out preventive maintenance periodically to ensure that the company's health and safety policies are adhered too and housekeeping and hygiene's highest standards are met to create a safe and healthy environment
* Ensuring accommodations and service facilities are well maintained and meet all standards to the extent possible
* To run the Laundry unit with the Medical Fitness certificate of MOH.
* To implement the Indoor and outdoor games for the staff and Labor
* Having the meeting with safety department and doing the Safety drill in the camps with an officer.
* Daily Head count report to be submitted to the Administration Department
* Supervising the Kitchen, Mess and handling the cook, Waiters, Dishwasher and Cleaners

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| **Position:**  |  **SITE/CAMP ADMINISTRATOR** / GENERAL AFFAIRS, LABOUR WELFARE& TRANSPORT COORDINATION |
| Duration:  | ***18th Sep: 2005 to 20th Feb : 2007*** |
| Company:  | *HYUNDAI ENG: & CONSTRUCTION– OFFSHORE PROJECT* |
| Client  | KNPC |
| Location : | **- KUWAIT** |

**KEY ROLES & RESPONSIBILITIES:**

* Keeping the good relations with the Labors and Staff in the Camps, and maintaining the discipline in the Camps
* Making arrangements bed spaces for new comers in the different Camps to their Nationality and languages
* Arranging food for new comers and deducting an Amount for each employee after getting their Cash Advance.
* Making the report of new employees who were reached to the respective Areas and reporting the Administration Department
* Keep record for water tanker (If buying from outside) otherwise meter reading on weekly basis.
* Disposal of sewage water and maintain proper record if tanker hire-in.
* Co-ordination with Admin: Dept. for new arrivals/departures
* Co-ordination with Admin: Dept. for distribution of company letters etc.
* Co-operating with the Personnel Department for Visa Medical and Arranging Transportation with the Plant Department through the knowledge of immediate superiors
* Arranging Bazaar Trips on Fridays and Public Holidays in all staff and labor camps with the coordination of plant department
* Making daily, Weekly, Monthly preventive maintenance in the camps and keeping its proper records and handling the maintenance team
* Solving the problems of the labors the camp premises itself and if it’s beyond control taking an advice of Administration Department and handover to the concern Department for the Disciplinary action
* Keeping all the details in the Camp like (Trade License, Tenancy Contract, Pest Control Agreement Copy, Water Tank Cleaning Agreement Copy and Commercial Trade License…) these documents will be giving help when an Inspection will be done from MOH

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| **Position:**  | **CAMP ACCOMMODATION MANAGER** , ACCOMMODATION CUM LABOUR WELFARE |
| Duration:  | ***12th Feb: 2003 to 30th May: 2005*** |
| Company:  | *LEGOTEC - KOREL INDUSTRIES SDN BHD –* ***MALAYSIA*** |
| Location  | **Malaysia** |

**Job Objectives**

* To interact with internal and external customers to ensure all incoming and outgoing personnel & items are processed in a timely fashion, undertakes inductions to new guests
* To conduct hygiene audits in the camp and kitchen including use by date and storage methodologies to ensure camp health and sanitation standards are maintained
* To set work priorities and respond to changing external priorities that impact on daily planned activities.
* To coordinate emergency response activities and situations, to coach & train team members within the context of fire and emergency response team.
* To prepare reports for Managers as required including daily accommodation and catering status report. Keeping time sheet and preparing pay roll
* To maintain camp rules and regulations in the unit in accordance with Company policies and procedures
* Issuing the Employee of the Month to the Janitor as per to the Work efficiency.
* Maintaining the Utilities and keeping its proper records, Maintaining the Manager’s Villas and Gardening

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| **Position:**  | **SITE / CAMP ADMINISTRATION, ACCOMMODATION OFFICER** TRANSPORT CORDINATION |
| Duration:  | ***28th Mar: 1997 to 15th Oct : 2002*** |
| Company:  | DOMANIC ENG : &CONSTRUCTION - **NTPC** – L&T ONSHORE PROJECT - **INDIA** |
| Client  | NTPC |
| Location  | INDIA |

* Verify and check compliances of camp on a day-to-day basis.
* Camp Administration, Planning & Implementation ,
* Ensured that all camp facilitates were properly maintained
* Cost Control, Local Purchase for soft furniture etc. as per company norms
* Rooms allotments as per company procedure
* Accommodations for new arrivals , Prepared schedule of summer camp activities
* Verify Checking details for rooms every day ( Anybody absent or sick) keep record and any sick person arrange to medication/transportation (If required)
* **MESS MANAGMENT:**
* Highly hygienic and nutritious food provided from different nationalities as per their choice Coordinate with SHES closely group to ensure adequate safety, security, hygiene and health
* Keep a record and recap of the weekly menu agreed with the Client, duly signed by the Client and Camp Boss and sent to the main office, with all documents.
* Coordinating with Camp Boss for arranging food and accommodation for new personnel arriving in site, Make frequent inspection in Kitchen and Store Houses and qualify of Food.
* Arrange Medical Inspection to Cooks and Kitchen helpers, Keep proper hygiene and sanitation in and outside, Monthly mess meeting was conducted and considered possible advices raised by the Dinners Camp operation in accordance with HSES procedures
* Successfully running workers and staff mess to the utmost satisfaction of the mess members and managements. Packed lunch operation, Quality and variety of menu service
* Procurement of Vegetables, Grocery and Frozen record receipt and issues in bin Cards.
* **REPORTS TO THE ADMINISTRATION MANAGER:**
* Submit weekly /monthly reports to the Management regarding camp activities, maintenance, and disciplinary cases if any. Camps strength Head Count (Man-days) Report (Addition and Deletion)
* Review and endorse the monthly occupancy report (person-days) then to be forward to General Service’s section for execution and final approval.
* Daily absentees report, Daily Sick employees report, Daily Visa Medical cases.
* Summary of Leave applications submitted to head office for the processing.
* Summary of workers On Leave at any given time and their agreed return dates.
* List of employees not return after completion of their approved leave period.
* Daily attendance report of his labor working at camp, Daily conveyance report
* Utility bills **(Electrical& Water)** consumption reports.
* **Personnel Discipline and Entertainment**
* Maintain good discipline in the camp and a very good relationship within workers under the limit
* Provide Electricity and water supply to the camp and monitor the expenses whether goes beyond the limit.
* Daily briefing in the morning to the superior about the camp Occupancy, Maintaining records of labors staying in the camp.
* **This Role may Involve:**
* Recruiting, training, supervising and monitoring staff workload
* Identifying housing needs .Investigating and reporting to clients complaints
* Regular meetings to ensure effective communication and resolve any issues
* Ensure compliance of HSE management system,
* Recommending and developing local authority policies.
* Meet with the absentees to understand and motivate to report to work.
* Visit all HRS employee accommodations/camps to conduct welfare related activities

**ACADEMIC QUALIFICATION:**

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| ***Examination*** | ***Discipline/******Specialization*** | ***School/College*** | ***Board/******University*** | ***Year of Passing*** |
| Bachelor of Commerce(B.Com) | *Taxation,**Low and practice* | *National College,* *Kerala -India* | *University of Manipal**India* | *1999 ~ 2000* |
| Pre-Degree(PDC) | *Art & Science* | *Bishop Moore College**Kerala -India* | *University of Kerala**India* | *1990~1992* |
| *SSLC* | *SSLC* | N.S.S High School*Kerala -India* | *Board of**Public Examinations**Govt: of Kerala* | *1989 ~1990* |

**PROFESSIONAL QUALIFICATION:**

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| ***Examination*** | ***Discipline/Specialization*** | ***School/College*** | ***Board/University*** | ***Year of Passing*** |
| *Diploma in Office Automation (D.O.A)* | *Computer Programming &operations* | *Sun Infosys Technologies Alappuzha* | *University of Kerala**India* | *1998 ~ 1999* |
| *Certificate of Accounting practice (C.A.P)* | *Manual &ComputerizedAccounting practice* | *S. Kumar’s Centre for Accounting Mavelivara* | *University of Kerala India* | *1995~1996* |

**TRAINING UNDERGONE & CERTIFICATE**

* Total Safety Task Instructions (TSTI) &Permit to Work (PTW)
* Incident and Injury Free Supervisory Skills, Introduction to HSE and Leadership
* Cultural Awareness, Certificate of National Service Scheme – University of Kerala
* Quality Control, Productivity through Planning & Organizing Practical Leadership

**COMPUTER SKILLS:**

* Operating System :Windows Vista, Windows XP, Windows 2000 Advanced Server
* Accounting Package, Tally, EPS -Accounting Practice with Computer knowledge
* Office Applications: Microsoft Excel, Word, Access, PowerPoint, internet etc

**DRIVING LICENSE IN INDIA**

AaA1) Light motor vehicle)

 Two-wheeler

**LANGUAGES SKILLSQUALITIES**

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| **Languages** | ***Reading*** | ***Speaking*** | ***Writing*** |
| English | Yes | Yes | Yes |
| Hindi | Yes | Yes | yes |
| Tamil | No | No | yes |
| Malayalam | yes | yes | yes |

* Self-motivated
* Confident, *strictly following company rules & regulations*
* Punctual & Energetic, Good Companion
* Persistent enough to succeed

**Declaration:**

I hereby declared that the information given above is true to the best of my knowledge and ability.

*GOPAKUMAR*