**AMADEO ABELLANA III**

**Objective**

To develop and establish a career wherein my experiences, capabilities and dedication will gain me a position of substantial responsibilities.

**Summary**

Detail–oriented supervisor proactive at cutting costs increasing productivity with quality health and safety practice. Promotes quality health and safety practices in soft services in all facilities location.

**Highlights**

* **NEBOSH IGC 1-2-3 – Course Completed**
* **IOSH Managing Safely – Certified**
* **COSHH - Certified**
* **With ZonesCorp background in Audit Guidelines**
* **With background in Estidama Audit Guidelines and standard**
* **Soft Services Supervisor**
* Experienced multi-culture supervisor
* **Fire Safety Fundamentals - Certified**
* **First Aid & CPR & use of AED - Certified**
* **Institutional Housekeeping - Certified**
* **With Medical background**

**Experience**

**Camp Facility Supervisor Feb 2015 to March 2016**

**ARABTEC Construction LLC.**

* Responsible for supervising work activities mainly on **General Housekeeping & Laundry Management** of the camp including **Facility Maintenance** to ensure that the accommodation has a suitable environment.
* Examines building (Accommodation Facility) to determine the needs for repairs, replacements of furniture and equipment and makes recommendation to the management to ensure suitable accommodation.
* Coordination of residents with the facility management to ensure smooth transfer & accommodation.
* Documentation of all activities performed and accomplished regarding facility services.
* Coordinates all activities with various departments & to facility management to ensure smooth operation.
* Investigate complaints and directly coordinate with the facility management to ensure prompt action.
* Attends staff meeting / village committee meetings to discuss all issues pertaining to facility management and makes recommendations for improvements and more efficient operation.
* Assist on security protocols when conducting room inspection and on inducting everyone regarding camp rules & regulations to ensure everyone is informed and guided accordingly.
* Assist on all camp activities to cover various areas for more efficient operation.

**Camp Facility Supervisor Jan 2013 to Feb 2015**

**Community Homes Labor Camps Management – Abu Dhabi, UAE**

* Liaising with various departments mainly with the facility maintenance, security and safety to rectify all issues to ensure safety and suitable accommodation.
* In-charge of General Housekeeping and Laundry Management.
* Assign duties and inspect work for conformance to prescribe standard and procedures.
* Documentation of all activities performed and accomplished.
* Ensure all cleaning activities are done and maintained accordingly and with safe work procedure.
* Investigate complaints regarding housekeeping & laundry services and take immediate action.
* Conducts orientation and in-service training to explain policies, work procedures, and to demonstrate the use and maintenance of equipment and cleaning solutions.
* Inventories of all materials to ensure adequate supplies and in good working condition at all times.
* Liaising with suppliers to ensure that all orders are delivered on time and up to the standard.
* Respond in prompt and efficient manner on all issues and requests.
* Makes recommendations for improvements and for more efficient operations.

**Account Manager April 2010 to May 2012**

**Wintech Esco Incorporated - Philippines**

* Monitors the on-going status of the project assigned.
* Oversee Site Acquisition activities by subcontractors and ensure its completion on time.
* Ensure timely delivery and completeness of all documents and permits/clearances required.
* Preparing detailed quotation and proposals.
* Identify new markets and business opportunities.
* Represents company on negotiating with prospective clients.
* Liaising with the suppliers to check the progress of existing orders.

**Administrative Assistant/Operations Officer Oct 2007 to Mar 2010**

**AGF Security Agency Corporation – Philippines**

* In-charge in monitoring 201 files of all Security Guards, Officers and Clients.
* Certificates, Clearances, Licenses and Contracts.
* Inventories of all security devices, equipment, ammunitions and firearms.
* Assist on recruitment and background investigation.
* Routine inspection on all our postings and accommodations of our security guards and officers.
* Reports to higher management and makes recommendation on what actions are to be taken in providing exceptional security service.

**Account Executive**

**Advance Forwarding and Logistic Int’l Corp., Philippines Sep 2004 to Feb 2006**

**Safeway Philippines Freight Co., Inc., Philippines Feb 2000 to Sep 2004**

**Royal Cargo Corporation Philippines Jul 1997 to Jan 2000**

* Represents complete logistics services of freight forwarding, local and international.
* Monitors and provide progress reports to clients regarding their cargo/shipment to ensure timely delivery.
* Prepares quotations and sales lead to our agents and branches (local and international).

**Trainings and Seminars**

* **NEBOSH IGC 1-2-3 -** Orient Management Consulting & Training, Abu Dhabi, UAE
* **IOSH Managing Safely –** Orient Management Consulting & Training, Abu Dhabi, UAE
* **Control of Substances Hazardous to Health (COSHH) -** Orient Management Consulting & Training, Abu Dhabi, UAE
* **FIRE SAFETY FUNDAMENTALS & PROPER USE OF FIRE EXTINGUISHERS –** Emirates Civil Defense, Dubai, UAE
* **FIRST AID & CPR (AED Inclusive) –** Al-Hilal Private and Medical Services, Dubai, UAE
* **INSTITUTIONAL HOUSKEEPING(NC-II) -** TESDA - 5EA Training and Development Center Incorporated

Ortigas Ave. Extn., Cainta Rizal, Philippines

* **RESPIRATORY THERAPIST - INTERN**

Institute of Pulmonary Medicine – Saint Luke’s Medical Center, E. Rodriguez, Quezon City Philippines

* **NEONATAL AND PEDIATRIC RESPIRATORY CARE -** Philippine Heart Center, East Avenue, Quezon City Philippines
* **BASIC IMPORTER SEMINAR -** SGS Far East Limited, Economic Affairs Division

Manila Liaison Office, Philippines

* **INTERNATIONAL AIR FREIGHT BUSINESS LOGISTICS -** World Trade Center, Pasay City, Philippines

**Education**

**Bachelor of Science in Respiratory Therapy 1996**

Emilio Aguinaldo College

**Job Seeker First Name / CV No: 1815246**

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