*RESUME* 

*Post applied for Camp Boss/ Supervisor*

***Name : WALI***

***WALI.329201@2freemail.com***

***Date of birth : 1972***

***Current location : RIYADH (KSA).***

***Permanent Address : INDIA***

***Nationality : Indian***

***Languages : English, Hindi, Arabic, Bengali.***

***Experience classification : 15 years.***

***Industry : Constructions, Maintenance, Waste water treatment &Alum Company***

***Qualification : Graduate***

***Additional Qualification : Diploma in Industrial Safety Management & knowledge of Nursing***

***Current Employer : ASSAD SAID Contracting Co. Ltd From 16th Feb 2015 to till date.***

***Summary : \* From March 1998 to September 2004 as a Camp Boss in ASAMCO ARABIA.***

 ***\* July 2007 to March 2013 as a Camp Boss in KHARAFI NATIONAL at***

 ***Labor camp (2500 man power)***

 ***\* 28 JUNE 2013 to 28 FEB 2014 as a Camp boss in ALU FAB at labor camp.***

***Responsibilities :***

* Providing accommodation according to internal Service Rules and Procedure and according to employees’ level.
* Making necessary papers for employees’ movements between each camp location.
* Documents Controlling, Record keeping and updating employee record about their accommodation, catering, movement and promotion.
* Preparing clearance, Gate passes and other necessary documents for transferee, terminated, resigned or to them who want to keep their accommodation outside.
* Reporting and checking the Efficiency of administrative staff involve in Maintenance work i.e. Electricians, Plumbers and House Keepers.
* New Formatting and amendments in the old administrative formats used for daily transaction.
* Generating/Creating informative notices of new rules/regulations and insuring that these are pasted/placed at conscious places.
* Preparing & Monitoring security duty schedule & staff schedule.
* Controlling monthly total Sub Contract, Rental Companies food, accommodation, management fees & laundry fees.
* Prepare monthly facilities management reports.
* Prepare Manpower daily report (MDR) of employees, Cash disbursement Statement, Monthly Water, electricity report.
* Monitoring daily housekeeping work. Co-ordinate with H/K Supervisor.
* Daily checking restaurant in Breakfast, lunch, Dinner service time.
* Check and monitor Health and Safety preparedness in the camps in coordination with Health and Safety Officer.
* Check with maintenance responsible about camp daily maintenance work, materials requirement.
* Prepare purchase requisition for maintenance, office, and housekeeping.
* Daily checking restaurant in Breakfast, lunch, Dinner service time.
* Controlling meal management system report, prepare card for new employees end of month prepare the summary report through system and report to corporate Accountant also control the gate access system.