|  |  |  |
| --- | --- | --- |
| MUJEEB  mujeeb.340437@2freemail.com  C/o- +971503718643 | | |
| core24x24iconsKey Skills   |  | | --- | | **General Administration** | |  | | **Housekeeping Operations** | |  | | **Hospital Operations** | |  | | **Customer Service** | |  | | **Policy Development** | |  | | **Resource Management** | |  | | **Reporting & Documentation** | |  | | **Liaison & Coordination** | |  | | **Team Management** | |  | | Versatile, high-energy professional, successfully managing overall Hospital Housekeeping / Generation Administration Operations, registering cost saving and attaining operational excellence | |
| knowledge24x24iconsProfile Summary | |
| * Offering over 19 years of experience in heading the entire gamut of administrative / housekeeping activities of a healthcare / medical facilities with emphasis on ensuring smooth functioning of the operations with high customer satisfaction * Highly skilled in the entire administrative management of a healthcare delivery system and the provision of best care for patients with optimum resource utilization * Ensured smooth operations at all times, formulated various organizational plans & policies and ascertained the administration of SOPs (Standard Operating Procedures); streamlined workflow & created an environment to enhance productivity * Rich experience in formulating administrative / housekeeping strategies and effectively utilizing internal resources to facilitate operational excellence * Excellence in managing the entire gamut of internal and external communications including confidential correspondences aimed at creating favorable starting points with stakeholders * Possess excellent communication, analytical, decision making, time management and leadership skills with proven capability in planning & managing resources | |
| softskills24x24iconsSoft Skills | | **career24x24iconsCareer Timeline** | |
| Omron Trading Corporation, Jeddah as Office Administrator Asst.  Jan’06-till date  Mar’02-Dec’05  Jan’01-Dec’01  Jul’97–Dec’00  M.B.M LLC., Dubai as Cleaning Supervisor  Dubai Hospital as Domestic Supervisor  Charminar Bottling Co. Ltd., Hyderabad as Receptionist    Collaborator    Communicator      Planner  Change Agent    Motivational Leader     Thinker | | |
| exp24x24iconsWork Experience  **Jan’06-till date**  **Dubai Hospital (Finance & Admin. Department) as Domestic Supervisor**  **Key Result Areas:**   * Directing, supervising and coordinating specific administrative / housekeeping functions and activities of the respective department including policies, procedures and resources * Ensuring adherence to the required standard of cleanliness and implementing recommendations made by intensive regular supervisor; utilizing safe working methods as per the health & safety policies * Coordinating with administrative & medical staff to ensure compliance with the standards and regulations; performing reviews of operational policies and recommending effective solution; driving the implementation of domestic policies, procedures & directives * Planning and executing effective administrative policies, identifying & improvising on service delivery opportunities through effective manpower planning and designing training modules for the staff; developing SOPs & work schedules for the staff and ensuring adherence to the same * Monitoring the equipment for faults or damage and forwarding the concerns to the senior management * Reporting complaints on pest infestation to the pest control team and recommending necessary action for the same; interfacing with various department heads on special cleaning jobs * Ascertaining effective cooperation with hospital authorities, senior management, senior nursing staff and heads of the departments for concerns on domestic service department * Interview and evaluate the new staff of cleaning company and report to head of unit for final selection. * Administering the preparation of daily reports on cleanliness & waste control to the head of unit; maintaining proper isolation cleaning and liaising with infection control team & unit nursing staff for the same * Managing the disposal of chemical wastes and effectively utilizing the safety equipment & training measures for diluting, disposing of hazardous chemicals; delivering the solid waste to the solid waste compactor and medical waste to the designated holding area for the effective processing/disposal through Dubai Municipality * Spearheading a gamut of operations entailing linen supply & linen aids management, staff orientation, customer / patient complaints, inventory/ stock management and material management   **Highlights:**   * Achieved a reduction in operational cost through an analysis of the daily functions as well as appropriate deployment of labourers as well as strategic moves * Delivered cost saving through the implementation of various administrative strategies   exp24x24iconsPrevious Experience  **Mar’02-Dec’05 M.B.M LLC., Dubai as Cleaning Supervisor**  **Jan’01-Dec’01 Omron Trading Corporation, Jeddah as Office Administrator Asst.**  **Jul’97–Dec’00 Charminar Bottling Co. Ltd., Hyderabad as Receptionist**  edu24x24iconsEducation   * B.Com. from Kakatiya University in 1997 * 12th from Andhra Pradesh Board in 1994 * 10th from Andhra Pradesh Board in 1991   softskills24x24iconsIT Skills   * MS Office Applications (MS Excel, MS Word, PowerPoint) * Windows Operating System   personaldetails24x24iconsPersonal Details  **Date of Birth:** 10thMarch 1976  **Languages Known:** English, Hindi, Telugu and Urdu    **Nationality:** Indian  **Visa Status:** Employment Visa (Government Authority) | | |