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| MUJEEB mujeeb.340437@2freemail.com C/o- +971503718643 |
| core24x24iconsKey Skills

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| **General Administration** |
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| **Housekeeping Operations** |
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| **Hospital Operations** |
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| **Customer Service** |
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| **Policy Development** |
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| **Resource Management** |
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| **Reporting & Documentation** |
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| **Liaison & Coordination** |
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| **Team Management** |
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 | 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
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| softskills24x24iconsSoft Skills | **career24x24iconsCareer Timeline** |
| Omron Trading Corporation, Jeddah as Office Administrator Asst.Jan’06-till dateMar’02-Dec’05 Jan’01-Dec’01 Jul’97–Dec’00 M.B.M LLC., Dubai as Cleaning SupervisorDubai Hospital as Domestic SupervisorCharminar Bottling Co. Ltd., Hyderabad as ReceptionistCollaboratorCommunicator  PlannerChange AgentMotivational 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) |