**ABHAY**

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**SHIFT SUPERVISOR**

**■ Profile Summary** :- Supervisor in the field of facility management successful work experience in reputed organization. Total 7+ years strong work experience**.** Self-motivated supervisor who shows the way by setting an example.

* Always willing to complete assigned work.
* Demonstrates understanding of, and effectively cooperates with subordinates and senior level management.

**Objective Statement**– Manage or lead assigned workforce towards the achievement of organizational goals.

**Personality Traits**

Strong analytical and problem solving skills, Negotiation skills, positive attitude, tremendous ­–understanding ability, Good communication skills in Written and verbal both, Highly trustworthy, discreet and ethical.

**■ Professional Experience**

**Supervisor     SUPER MECH ENGINEERING, GHAZIABAD, INDIA**, 2009 – Present  
***Core Functions:***

* Guided and supervised the assigned team as per the company rules and regulations.
* Maintain accurate records for departure inspection grading, deep cleans, daily paperwork, pre-arrival inspections, etc
* Staff control (attendance, punctuality, customer service, Motivation, personal image)
* Manage Housekeeping services, parking services, security services
* Check many type of facility on daily bases like plumbing work, electric work, civil work, Cc TV camera, cafeteria cleaning floor cleaning
* Trained and educated the workforce regarding proper work completion and adherence to company standards.
* Monitored the timely performance of the employees in the workforce and motivated them to accomplish more.
* Assigned duties/shifts to different employees as per their areas of expertise.
* Coordinated with human resources department in hiring the appropriate individuals for the workforce and assisted in designing appropriate training programs.
* Conducted briefings and meetings before and after work sessions, which included praising individuals as well as clarifying various areas that they need to work on.
* Maintained and documented work completed on a daily basis; presented the report to the management.
* Met the deadliness of the projects

**Education** B.sc Graduate in 2013 by distance mode from Mahatma Gandhi University.

**Technical Skills**-

Well versed with MS office (MS Word, MS Excel, MS power point),

I have valid Indian Driving license.