CURRICULUM VITAE



SHAJI

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Self-directed, enthusiastic with a passionate commitment to assignment received .Skilled in customer Handling with pleasing mind, Active team player who effectively collaborates with all level of staff members and establishes quality relationship with colleagues, become a significant contributor in an esteemed organization that provides challenging environment to grow with opportunities to work and render my potential in to the maximum extend.

Personal Skill

Highly self-motivated Quality conscious with effective communication skill and have an ability to manage all sorts of Administration atmosphere.

Professional Experience

A highly motivated Individual who has more than **14 years** of combined experience in various Field of Management and having very good work experience and knowledge in**Medical Housekeeping** andits related operations ensuring the quality of job as per standard required.

Duties and Responsibilities

1. Over all Supervising with the talented administrative skill
2. Coordinating with Unit Head /Supervisor’s and employees sections and sourcing proper solutions for their queries.
3. Contract related activities like, Site visit/ Bidding Estimate including Manpower and Materials.
4. Directs and administers Job related Programs in strict accordance with Clients Guidance, principals and policies.
5. Maintain highest possible quality Standards to ensure a pleasant attractive and safe functional environment.
6. Ensure all the Department activities are being done proper way and follow-up to timely services.
7. Follow-up and expedition with services were delivered satisfactorily within stipulated time.

Work Experience

Company:Salman A. Al-Duhaim Sons &Co. Saudi Arabia

Client: Saudi Aramco (Dhahran Health Center)

Position: Medical Housekeeping Training Coordinator & Backup Work Director

Work Experience

Company: Pagoda Resorts (4 Star Classified Resorts)

Position: Operations Manager

Period: More than 5 years 2002 to 2008.

Work Experience

Company:Salman A. Al-Duhaim Sons &Co. Saudi Arabia

Client: Saudi Aramco (Al-Hasa&Udaliya Health Center)

Position: Project Work Director (Medical Housekeeping)

Period: 2008-2013 November

Work Experience

Company:Nesma Trading and Industrial Catering Saudi Arabia

Position: Project Supervisor

Period: 2014-2015

JOB PROFILE

* Overall Project Management
* Customer Relations& Guest Relations
* Food Safety and Hygiene
* Cost Control
* Camp Administration
* QHSC
* Establish Policies and procedures for the Department in accordance with the established policies of the Department
* Fire Safety –Evacuation plan & Fire Drill
* Marketing and Logistic Coordination
* Job Training & lectures and Evaluations
* Color Coding
* Pest Control
* Waste Management (General & Hazardous)
* Infection Control
* Safety
* Hazcom (MSDS)
* Spills Control
* Disaster Management
* Investigate and evaluate the Materials ,Chemicals & Equipment’s
* Preventive Maintenance
* Employee Selection& Hiring Domestically & Globally
* Inspection& Reporting
* Marketing / Reservations & Front office supervising

Linguistic Skill

* English
* Arabic
* Hindi
* Malayalam
* Tamil

Technical Qualification

* Diploma in Hospitality
* Diploma in Hotel Management
* Diploma in Computer

Proficiency in Computer

* Window and its applications in all versions
* Multimedia Tools –Adobe Photoshop/Coral Drew
* Office Tools –MS Office / Excel /Power Point

Educational Qualifications

Secondary School Leaving Certificate

Pree-Degree from University of Kerala

BA Communicative English

I hereby declare that all information’s is given above true to best of my knowledge and belief