***CURRICULUM VITAE***

***ARUMUGAM***

***ARUMUGAM.358777@2freemail.com***

***CAMP BOSS***

**Career profile:**

*Operation, Maintenance of Buildings & Facilities in-charge for the entire camp. And maintain the camp inventory system as well petty cash expenses.*

***Objectives & Goals:***

*To Seek for a challenging and rewarding positioning in your organization, that is financially satisfying and career promising, and will not only allow me to evince my abilities more fully but will also enable me to expand my knowledge and experience, I shall endeavor my utmost to accomplish duties entrusted to me and the entire satisfaction of my seniors and also in the best interested in the organization.*

***Work Experience:***

***Royce Plastics International FZE Jabel Ali-Dubai.Sep2016 to till the date.***

* + *I was responsible for the entire camp a work force of 250 labors and 25 officers, maintaining documents related to Camp, Stores, Mess, and laundry.*
	+ *Coordination with HR & Admin Dept. for new arrivals/Departures and distribution of company letters etc.*
	+ *Any sick person arranges medication/transportation (if required).*
	+ *Handle immediate first aid and inform doctor in case of emergency.*
	+ *Local Purchase for soft furniture for camp operation and maintaining record for drinking water tanker otherwise meter reading on weekly basis.*
	+ *Camp Maintenance, supervision for housekeeping (Cleaning toilets, corridors, surrounding etc.)*
	+ *Disposal of sewage water, Skip removal and maintain proper daily record.*
	+ *Daily camp checking rooms every day (any absent or sick) keep record, camp total details, daily reports & monthly reports sent to HR department.*
	+ *Keep the record properly for check in /check out.*
	+ *Handle all location for all rooms new arrival keeping updated records of all staff & labor staying in the accommodation.*
* *Report workers staying in the camp/not reporting to duty on daily basis to HR along with the valid reason on each case.*
* *In charge of all transport /vehicles arrangement scheduling, filling system and report.*
* *Ensuring smooth operation in the camp and supervising emergency crew 24hrs on the call.*

***2009 march to 2014 march working with KETTANEH Construction Emirates LLC (Oil & Energy On shore base) as Camp Boss in United Arabic Emirates.***

* + *Responsible for Accommodation, Catering Operation and Facilities management for 5000 multinational manpower.*
* *Manage all camp operation and ensured that camp operation activities are performed efficiently and that high standard are achieved.*
	+ *Monitor and reduce waste or unnecessary expense of materials and utility resources in the facilities.*
	+ *Review and approve camp catering menus.*
	+ *Supervision of the catering sub-contractors.*
	+ *Supervision of vendors and sub-contractors in the camp.*
	+ *Manage camp Suppliers/Vendors and ensure that services provided are in line with company standards*
	+ *Prepare the daily Man days and whom check in check out keep the record properly.*
	+ *The whole camp operation under my personal supervision & preventive actions.*
	+ *Ensuring all new employees from abroad are on boarded and assistance is provided their date of arrival until the next two days the company before handing them over to their line / site managers. This includes Airport pickup, arranging accommodation*
	+ *Communicating and coordinating with all employees and departments to deal with miscellaneous queries such as Visa schedule HR requests, finance queries and others.*
	+ *Planning and development of camp & accommodation to meet project requirements*
	+ *Manage all incoming and outgoing business email& phone call.*
	+ *Maintain camp rule and regulations ensuring compliance with company policies and procedures.*
	+ *Health and safety team members participate in the weekly management walk around.*
	+ *Coordinate with fire fighters and first aider emergency response activities.*
	+ *Liaison and coordination with Camp Clinic, HSE, Catering and Security Coordinator*
	+ *Supervised Room Cleaning, Housekeeping, Recreation, Gymnasium and general camp facilities.*
	+ *Responsible for monitoring food preparation security and safety regulation cleanliness and maintenance of the camp site.*
	+ *Check, Verify & Approve the Vendors monthly invoices for payment.*
	+ *Attend the meeting with camp management.*
	+ *Coordination with transport and other general services.*
	+ *Decision making in the camp with approval from Management.*

***2006 Nov to 2009 march working with KETTANEH Construction WLL (Oil & Energy On shore base) assistant Camp Boss in Qatar***

***Academic Qualification:*** *M.Com (Master of Commerce)*

***Computer Skills:*** *Packages: DC A: MS-Word, Excel, Power point****,*** *Photoshop & Outlook*

***Declaration:***

*I Undersigned, certify that to the best of my knowledge and belief, these curriculum vitae is correctly describe myself, my qualifications & work Experiences.*

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