**Abdul**

Kerala- India

Email: abdul.360199@2freemail.com

**Professional Profile: Camp Boss 5 years**

Excellent organizational and administration skills with experience in dealing the construction, oil & gas and renewable energy industries and high volume workloads whilst meeting strict deadlines. Good background experience, gained within a variety of contract and voluntary positions. Now aspiring to start a new challenging appointment with a reputable company.

**Highlights:**

 Advanced MS Office Suite knowledge Results-oriented

Resourceful Self-directed

Business writing Time management

Dedicated team player Professional and mature

Strong interpersonal skills Strong problem solver

Mail management Detailed meeting minutes

Labour relations Meeting planning

**Experience:**

**04/2012 to 11/2016 Camp Boss**

**Lamprell Energy Ltd-**Sharjah-United Arab Emirates

**Duty and Responsibilities**

**W**as responsible for the entire camp a work force of 1500 labors and 32 officers.

**M**aintaining documents related to Camp, Stores, Mess, and laundry.

**C**amp Management - Ensures timely ordering and maintenance of inventory of all camp supplies, tools, and equipment necessary for the maintenance and operation of the camp facilities.

**M**aintaining record for water tanker otherwise meter reading on weekly basis.

**D**isposal of sewage water and maintain proper record.
**S**upervision of Staff/Workers Canteen.

**C**o-ordination with Admin. Dept. for new Arrivals/departures and distribution of company letters etc.
**C**amp Maintenance - Supervision for Housekeeping (Cleaning of toilets, corridors, surrounding etc.)

**A**ny sick person arranges medication/transportation (If required).

**C**hecking rooms every day (Anybody absent or sick) keep record.
**R**ooms allotments - Accommodations for new arrivals.

**D**isposable of waste materials on daily basis.

**R**oom (bed) allotments as per the Company Policies and Procedures.

**P**reparing of requisition for the purchase of groceries, vegetables, poultry products on Daily basis.

**M**aintaining food cost, inspection of the food products, and medical certification for the employees working in the kitchen.

**Training Skills:**

Skills in planning and administration
Ability to work under pressure
Self-motivation and ability to take the initiative

Punctuality and time-keeping

Able to take on responsibility

Ability to work well in a multicultural team
excellent stress management skills
Negotiation and problem solving skills
Excellent communication and coordination skill

Quick learner, keen to learn and improve skills

**Computer Knowledge:**

Proficient with MS Word, Excel, and Outlook

 Typing speed 60 words per minute

 Operator

 Graphic Designing

 Hardware repair and maintenance.

 Data Entry

**Education:**

**2004 Plus Two** Government Higher Secondary School– Kerala-India

**2000 High School: SSLC** MAFM High School – Kerala-India

**Language:**

 **Malayalam –** Native Language

**English -** Fluent

 **Hindi -** Fluent

 **Arabic -** Intermediate (limited working proficiency)

**Personal Information:**

 **Date of birth** 15th July 1983

 **Sex** Male

 **Nationality** India

 **Current Location** Kerala-India