**CURRICULUM VITAE**

NAME : - SANJEEV

SANJEEV.371340@2freemail.com

DATE OF BIRTH : - 18/04/2078

GENDER : - MALE

RELIGION : - HINDU

MARITAL STATUS : - MARRIED

NATIONALITY : - NEPALI

LANGUAGE : - ENGLISH/HINDI/ARABIC

**CAREER OBJECTIVES**

Seeking full time employment with a growth oriented company that allows me to contribute my positive attitude and quality work ethics to the company mission.

**ACADEMIC QUALIFICATION**

* School leaving certificate (SLC) passed form the HSEB board of Nepal.
* Completed intermediate I.ED (Post graduate) passed form the TRIBHUVAN UNIVERSITY Board of Nepal.

**TECHINICAL KNOWLEDGE**

* **Completed and certified with HACCP LEVEL 3 training SARJAH in UAE**
* Computer knowledge of Word, Excel and Power point.
* Able to identify hazards & analyze hazards and solve the problem
* Practically, creativity & finding solutions
* Strong interpersonal and management skills.
* Ability to take charge & responsibility.
* Good interpersonal communication skill & teamwork capability.

**WORK EXPERIENCE**

1. **Worked as RECEPTIONIST /CAMP ADMIN at AL-SUWAIDI CATERING SERVICES CO.LTD In SAUDI ARABIA since 2006 to 2008.**

**Responsibilities**

* Daily Check in and check out of the guest and responsible for the man days.
* Keep record of the check in and check out of the guest up to date and handover to the Data Entry Encoder for their further process.
* Daily update of the camp occupancy summary in excel sheet and forward to the concerned.
* Keep record of the occupied population and vacant available beds and forward to the concerned department.
* Prepare the catering man-days on the basis of daily check in and check out report and submit to the catering division as per the guest status.
* Receiving and answer the calls and forward the call to the concern.
* Dealing with the camp occupied guest concerning their problems and forward the issues of the tenants to Maintenance department or report to camp boss.
* Communication with the outlook mail in order to bring sound practice of operation with different divisions as well to the clients
* Responsible to the FINGER TECH report and making the time sheet with their extended hours and submission to the HR before the dead time line.
* Receiving of the health issues of tenants of the camp either of internal staff or external tenants and forward the issue with industrial nurse available in the camp clinic.
1. **Worked as Data Entry encoder and Camp admin at AL- SUWAIDI CATERING SERVICES CO.LTD In SAUDI ARABIA since 2008 to 2009**

**Responsibilities**

* Create the employee (for internal clients) and guest folio (external clients) to enter data at **JDE ORACLE EDWARDS SYSTEM (KSA) CMS SYSTEM (QATAR)** for the check in & check out of the guest and finally responsible for the man days for all contractors updated by the system at the end of the month.
* Check in and check out the guest details in the system after creating the guest code.
* Run the guest ledger update on a daily basis which generate the guest arrival and departure form the check in & check out up to date until his/her last departure.
* After update the guest ledger check the subtotal man days by company wise to ensure the accommodation man days and catering man days.
* Print all the subtotal man days at the end of the month by company wise and send to the clients for their approval.
* Prepare the pro-forma invoice of the clients with the respective amount based on the man days created by SYSTEM and send it to the clients for their approval.
* Submit the pro-forma invoices with signed client mandays to the finance for the further process to the Head Quarter Office.
1. **Worked as CAMP SUPERVISOR & CAMP ADMIN AT AL- SUWAIDI CATERING SERVICES CO.LTD IN SAUDI ARABIA from 2009 to 2012**

**Responsibilities**

* Ensure accommodation and catering services to the clients on the terms and conditions of the contract between the 1st party (service provider) and the 2nd party (clients).
* Responsible for making the yearly budget of labor cost, laundry consumed material and H.K consumed materials.
* Monitor the camp and kitchen operation services and in mess, hot & cold storage, dry store, freezers and blast chillers temperature, laundry, recreation, housekeeping, maintenance and catering services in line with reviewed standards, every day monitor for housekeeping.( cleaning of rooms, toilets, corridors and surrounding)
* Manage accommodation which involves cleaning, maintenance, and occupancy in the camp, safety & security.
* Report workers staying in the camp/not reporting to duty on daily basis to HR Along with the valid reason on each case.
* Daily camp checking, camp total details, daily reports and monthly reports sent to HR department.
* Handle all location of rooms for new coming workers. Keeping updated records of all tenants staying in accommodation.
* Responsible for the clearance of sewage water form septic tanks and garbage disposals.
* Handle immediate first aid and inform doctor in case of emergency beside the camp clinic provided in the camp.
* Prepared the duty roster of the staff for the smooth operation of camp accommodation and catering services.
* Responsible of administrative jobs communicating with outlooks mails to the Head Quarter office as well as to the clients for resolving the issues of the accommodation and catering services.
* Responsible for the staff’s issues (ID renewal, timesheet preparation, vacation schedule, medical test and food handling certificate)
* Responsible for the revenue summary report of the waste skip, sweet water and raw water which is consumed in the camp and submit to Head Quarter office.
* Monitor the maintenance services in co-operate with maintenance engineer for the maintenance as a hole camp, Kitchen and Mess hall.
1. **Worked at AMWAJ CATERING SERVICES in QATAR from 2014 to 01/01/2017 in the capacity of Acco. And Catering Camp Boss.**

**Responsibilities**

**To Co-ordinate all activities in a large culturally diverse accommodation unit and catering covering a wide range of interpersonal and logistical activities and perspectives in needs of the clients.**

* Responsible for the effective cleaning of the camp and kitchen and all its corresponding areas, the dining area and stores in accordance with the food hygiene and Safety rules.
* Carry out regular inspections of the accommodation, common areas / dining area, stores (dry and cold rooms) in order to ensure that cleaning and maintenance work have been carried out in accordance with Company policies and implementing the HACCP system by its principles to control the hazards that are likely to occur in food operation and provide the product items in safe with the consumers.
* Responsible to conduct hygiene audits in the camp and kitchen including use by date methodologies to ensure camp health and sanitation standards are maintained.
* Prepare reports for managers as required including daily accommodation and catering reports.
* Co-operate with the camp tenants focal persons to maintain incoming and outgoing business and camp residence issues for the development of services.
* Maintain camp rules and regulations in the unit in accordance with company policies and procedures.
* Supervise and take part to the training of staff, according to the rules of HSE, Food Hygiene and Safety and basic knowledge of HACCP.
* Responsible to carry out the daily, weekly and monthly staff duties as laid out by the required of location, if required maintain the extended hour of duties of the staffs.
* Ensure the cost effective pricing and generate positive revenue Co-operating between management and staffs.
* Meet with clients to coordinate event specific details and special request and develop plan to meet the clients expectations.
* Ensure that the housekeeping and laundry schedule is carried out accordingly, advising staffs on how to use the various cleaning products and regularly on a daily basis, draw their attention the safety procedures during use.
* Ensure that all staff, wear PPE, clean uniforms at all times and that the food handling staff wear proper uniforms with good looking personal hygiene at all times.

**VISA STATUL : - Currently on Visit visa, entry on 23rd May, and till remain August 22nd.**

**Declaration: - I hereby declare all the information given below is true to best of my knowledge & experience.**