**CURRICULUM VITAE**

**JALEEL**

Mail id: [**jaleel.374791@2freemail.com**](mailto:jaleel.374791@2freemail.com)

**Visa Status: Visit visa valid until Dec 16th,2017**

**Job Title: Senior Soft Service Supervisor**

**CAREER OBJECTIVES**:

**IN ABROAD**:

* Worked as a Soft service supervisor in **AMERICAN SCHOOL OF DUBAI** under **AL SHIRAWI FACILITIES MANAGEMENT L.L.C** from **2012** to **2016**
* Worked as a Soft service supervisor at **MERCATO SHOPPING MALL**, Dubai from **2003 to 2012**

**IN DOMESTIC**:

* Worked as Housekeeping supervisor at **WIPRO TECHNOLOGY**, India from 2001 to 2002

**Role Purpose**:

* To ensure a clean internal environment of the school premises to support the professional delivery of the curriculum.

**Role Objectives**:

* To have the overall responsibility for the practical organisation of the day to day cleaning operation
* To monitor stocks of cleaning equipment and materials in order that orders can be placed on a timely basis.
* To organise appropriate training for all cleaning staff.

**Role Tasks**:

* To maintain a daily cleaning schedule of all internal and external areas of the school
* Ensure that identified key areas of the school receive priority in the schedule
* Check on a daily basis that all areas of the school are cleaned to a satisfactory standard and daily cleaning logs are completed for each work section.
* Undertake any additional cleaning duties as directed, by the Line Manager or client
* Maintain cleaning staff attendance logs and timesheets for submission to the Manager
* Develop and carry out induction procedures with all new staff
* Identify formal and informal training needs for all cleaning staff
* To ensure that all Health & Safety procedures are followed
* To ensure that the cleaning staff are maintain the standard of grooming
* To conduct the meeting every week about safety and policy of the company

**CAREER ACHIEVEMENT**:

* Awarded for **Best Cleaning Supervisor** by **CLEAN MIDDLE EAST PULIRE** under the category of Soft service FM Team Leader on 2015 at Dubai
* Awarded for **Top Cleaning Supervisor** by **AL SHIRAWI FACILITIES MANAGEMENT** on 2015 at Dubai

**KNOWLEDGE SKILLS**:

* Experience and knowledge about all cleaning equipment’s and machinery
* Having knowledge and skills to train the new employee
* Effective communication skills, able to interact in a pleasant manner with staff at all levels and to encourage and motivate a diverse cleaning team
* Having computer knowledge to prepare all type of documents and mailing

**ADDITIONAL SKILLS**:

* Certified BICSC Assessor

**ACADEMIC SKILLS**:

* Diploma in **HOTEL MANAGEMENT & CATERING** **TECHNOLOGY**
* Higher secondary school passed

**LANGUAGE SKILLS**:

* English & Tamil : Oral & written
* Hindi & Malayalam: Oral only

**PERSONAL UPDATE**:

* Birth Date : 03/10/1976
* Marital Status: Married
* Nationality : Indian
* Religion : Islam
* Sex : Male

**DECLARATION**: I solemnly declared the above said information are true and correct to the best of my knowledge and belief.

Yours Sincerely

(Jaleel)