*SAJEEV*

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***About Me***

***Age***

39 Years

***Date of Birth:***

16-01-1978

***Marital Status****:*

Married

***Languages Known*:**

English

Hindi

Malayalam

Tamil

Arabic (Basic)

***Academic Record***

Bachelor of Commerce

Personal Summary

Dedication and the ability to learn best characterizes my work ethics. Organization, Communication and leadership are all the skills I have occurred during my previous positions. These capabilities distinguish me as a long term asset to your company, given the opportunity.

**Work Experience**

1. **HR OFFICER**

**Bayan National Construction Company. Kuwait**

(Engineering, Construction and Design, Civil Contracting)

**27th  September 2014 to 06th August 2017**

Job Responsibilities

* Responsible for hiring, developing and looking after employees
* Training and Monitoring the performance of employees
* Negotiating salaries, contracts etc with employees/agencies.
* Take care of safety and wellness of all the employees
* Preparation of joining forms, advance to release from accounts and handover passport to Admin and passport copies to new arrivals.
* Introduction of new joiners to concerned HOD’s /General Manager as required and forwarding the joining forms to HOD’s/General Manager for approval.
* Leave settlement process
* Resignation/Termination process
* Instruct the Vehicle department to make necessary arrangements for dropping at the airport and collect Passport & Exit form from Admin to handover to the employee with their signature collected through the Camp Boss.
* Maintaining employee details with time to time expenses to be entered in the log book

***Technical Skills***

Ms Office (Word, Excel, Power Point, Typing Skills in English…Etc)

***Date of Expiry***

08-04-2027

***Skype id***

Sajeev.menon6

* Take care of Staff issues which Includes departmental / accommodation / transportation issues and Complaints.
* Maintain Vehicle Maintenance/Repair and Fuel Expense Log book.

**2 Front Office Supervisor cum HR & ADMIN Assistant**

**Sheikh Jassem Althani and Partners WLL. Qatar**

(Consumer Services Company- Upvc, Aluminium, Steel and Glass works)

**14th July 2012 - 19th July 2014**

Front Office related job responsibilities

* Supervising Front Office team members
* Ensure outstanding customer service
* Courteously and accurately answers inquiries
* Responds to telephone and in-person inquiries
* Build strong relationships and liaise with all other department's
* Document Processing
* administrative support
* crucial situations handling skills

Admin related Job Responsibilities

* Visa & Work permit Renewal.
* Passport & License Renewals
* Qatar ID Process.
* Insurance Card Process
* Workmen compensation issues
* Employee welfare activities, Training sessions & Grievances.
* Facilitating & supporting who are sick and hospitalized within the prescribed policy.
* Timely updating and coordination in relation to accident cases and insurance related matters with the concerned departments.
* As per line manager instruction Organize & coordinate events.

HR related Job Responsibilities

* Approach with job portals/candidates & conducting interviews/initial screening the candidates/helping in recruitment process.
* Conducting Annual appraisal and evaluating the performance of employee for SALARY REVIEW.
* Records maintain & monitor attendance to ensure employee punctuality for absenteeism.
* Conduct exit interviews, Internal Transfers, Retentions for employees and record them accordingly.

***KNOWLEDGE, SKILLS AND ABILITIES***

* Considerable knowledge of mechanical, carpentry, building construction, and electrical skills.
* Ability to supervise the work of others.
* Ability to maintain financial records.
* Ability to operate and maintain grounds equipment.
* Ability to work independently.

Key Competencies & Skill :

* Business management.
* Guest/Customer satisfaction.
* Event management.
* Document controlling.
* Cost control

.Maintaining /updating leave records (Annual & Emergency)

* Identify training and development opportunities.
* New comers joining formalities
* Maintain all personnel files & update the employee database
* Take care of Staff issues which Includes departmental / accommodation / transportation issues and Complaints.

1. **Front Office and Housekeeping Executive**

**Edassery Group of Hotels & Resorts – 3 Star Resort**

**2nd November 2005 to – 1st July 2012**

1. **Housekeeping Supervisor**

**ABAD Group of Hotels & Resorts – 4 Star Hotel**

**5th June 2003 – 4th September 2005**

1. **Housemen**

**Gokulam Park Inn – 4 Star Business Hotel**

**1st October 2001 – 31st may 2003**

Career work Summary(Hotels & Resorts in India)

* Responsible and accountable for complete cleanliness and Guest Satisfaction
* Monitor the property premises and carry out preventive maintenance periodically to ensure that company’s health and safety policies are adhered, housekeeping standard are met to create a safe and healthy environment for the Guests and the staffs
* Carry out inspection of accommodation, rooms, janitorial services, cleaning standards, housekeeping standards, food storage area and dining halls for staff cafeteria
* Formulate plans and establish work schedules for room maintenance Supervisors to ensure equal distribution of workloads, revise schedules as required.
* regularly inspect work being performed and ensure that standards are being met and
* Maintained.
* Make sure all the cleaning machineries are used properly and kept clean at the end of work like vacuum cleaners, scrubbing machines etc…
* Update the records on daily basis for the Housekeeping and Front Office operations
* Reports to the General Manager on a daily basis regarding the daily operations conducted and do the needful with his consent.
* Briefing and Allocation of duties for the staffs
* conducting a routine checking of all the Guest and Staff areas frequently
* Preparing of monthly inventory reports and responsible for all the fixed assets of the
* property in guest rooms and staff accommodation
* Managing all incoming and outgoing business calls and emails from the Front Desk
* Coordinate emergency response activities, like fire teams, medical teams and transport.
* Coordination with all departments for assistance and services as required.
* Receive visitors and guide them
* Maintain Registers regarding Front Office activities( check ins & check outs, maintain a record of guest requests & calls)
* Attend, Answer & transfer telephone calls and messages to concerned persons/departments
* Maintaining Lost & Found items as per company rules.
* Training of new recruits.

I hereby ascertain that the above details furnished are true to the best of my knowledge

DATE: 01/12/2017 SAJEEV