**COVER LETTER**

To

 The HR Manager

Subject: **Applying for Camp Supervisor**

Respected Sir/Madam,

I’m contacting you regarding your advertisement online, I’d like to apply for this vacancy, and I have attached my resume for your review. My interest in this position stems from my belief that I am the best experience camp supervisor, organizational skills, and high levels of integrity that makes me a superb candidate.

 My ability to leverage my knowledge and experience in the industry would make me a strong asset to your company.

I consider myself to be a dedicated and dependable individual who possess excellent verbal and written communication and customer orientation skills.

I feel that a relationship with your company would be mutually beneficial as my background, experience, and qualifications would make me a perfect fit for your vacancy, and would also allow me to progress in my career.

I would like to thank you for your time and consideration, and I hope to have the chance to discuss the opening with you in person.

Thanks, you for your time and consideration.

Yours truly

Emmanuel Njinika Tankwe

Dubai, UAE

Mb: +971523388902

Email: emmanueltankwe@yahoo.com/njinikag14class@gmail.com.

 **CURRUCULUM VITAE**

** TANKWE EMMANUEL NJINIKA**

 **PERSONAL INFORMATION**

Date of birth : 20th December 1986

Nationality : Cameroonian

Sex : Male

Visa Status : Employment

Passport No : 01274416

Marital status : Single

Address : Dubai, UAE

Mobile : +971523388902

Email : emmanueltankwe@yahoo.com/njinikag14class@gmail.com.

##  Applying for Camp Supervisor

**CARRIER OBJECTIVE**

Manage labor accommodation which involves cleaning, maintenance occupancy in the camp, safety & security, Daily camp checking, camp total details, daily reports & monthly reports sent to HR department, Handle all Location of rooms for new coming workers. Keeping updated records of all labors staying in accommodation.

 **EDUCATION QUALIFICATION**

First Aider Certificate (HABC) 2016 – 2019

Health and Safety Certificate (HABC) 2017

Food and Safety Certificate (SPEOIFICO) 2017

General Certificate of Education (GCE) Advanced Level - 2005

**AREAS OF EXPERTISE**

Problem solving

Customer Service

Safety at work place

**Contract management**

Team Player / Communication

 Organization

**Driver License**

Holding Valid U.A.E driving license manual (No. 3)

Issue: 26/09/2014

Expiry: 03/10/2024

#### Technical Skills

* Outlook, Word, Excel and Email.

 **LANGUAGE**

 French and English, (Excellent) Understand and speak Hindi Basic.

**PROFESSIONAL EXPERIENCE**

**Fresh Fruits Company (L.L.C ... – Dubai**

*May 2017 - PRESENT*

**Designated: Applying for Camp Supervisor**

**Responsibilities**

* Update regularly the accommodation plan and rooms inventory.
* Report incidents in the accommodation and report immediately to the Human Resources Department.
* Handle colleague welfare and concerns related to rooms and privacy.
* Pick up and drop of new employees and employees going on cancelation to the airport.
* Coordinate with the contracting company concerning all maintenance issues.
* Coordinate with outsourced cleaning company to maintain the hygiene standards in order to provide our colleagues a healthy environment.
* Daily patrol in the accommodation for anything unusual to be noted and reported to the Human Resources Department.
* Follow up with the purchasing on pending items related to the colleague housing.
* Update all stores in the accommodation and ensure no shortage of needed items.
* Handle and control colleague movements and shifting inside the accommodation.
* Prepare and maintain up to date inventory lists for all flats and accommodation.

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### Action International Services LLC, U.A.E (DXB /AUH AND QATAR)

*OCTOBER 2014 – May 2017*

**Ramla Real Estate (DXB), Magenta Pearl Village Real Estate (AUH) and Al Wukair Villas QATAR**

**Designated: Applying for Camp Supervisor**

**Responsibilities**

* Writing of incident report on any violation on the roles of the camp/ occurance or hapenings beyong control.
* Asist the HR Department in any undertakings or information related to the employees in the labour camp.
* Middle person between the employees and the HR Department whereby getting employees informed on all related labour camp requirements by the HR Department and Dubai

Municipality by posting or verbally.

* Updating the camp list on a regular basis to keep clear and accurate records of empoyees currently accommodated and those out for one reason or the other( Vacations, Business trips,Emergency leaves and inter transfer cases).
* Ensure the security officers both night and day shifts meet the requirement as stipulated,whereby cherching everything and monitoring all inletting and outleting the labour accommodation.
* Routine coordination of the cleaning and treatment of the drinking water main tank and periodic cleaning of the subwater tank and replacement of the water filters.
* Ensure all required documents related to the camp are prepared,updated and kept for routine inspections by the Abu Dhabi Government officials
* Ensure the proper organization of employees accommodated according to their various nationalities and religion to conserve their cultural and religious values
* Routine collection of information from employees required by the HR Department for one reason or the other and getting them informed on all related labor camp requirements by the Abu Dhabi Municipality by posting circulars on walls or verbally.
* Frequent / random checks of employees’ rooms, advising and reminding them on the company policy and getting them informed on what is not allowed in living rooms enforced by the camp management and Government officials
* Frequent inspections and making sure all safety implanted measure are proactive such as fire extinguishers; emergency exists, and reel water jetting horses on each floor corridor.
* Frequent inspections and making sure all safety implanted measure are proactive such as fire extinguishers, evacuation arrangements (emergency lighting and exists, fire alarms, reel water jetting horses to be used for any event of on each floor corridor in maintained and in an optimized condition.

**SKILLS**

* Manage own time and the time of others.
* Ability to deal with employees from multi-cultural backgrounds.
* Ability to supervise the work.
* Ability to work independently. Ability to maintain financial records.
* Ability to establish and maintain effective working relationships with people and public.

**ARENCO GROUP OF COMPANIES (GAL LIGHTING LLC JAFZA DUBAI) March 2009 - October 2014**

**Designated: Customer Service and Assistant Camp-Boss**

 **PERSONAL SUMMARY**

Having an enthusiastic and positive attitude and working hard to ensure that customers receive an excellent level of service whilst at the same time ensuring the highest level of sales for the company.

 Providing support, help and advice to customers who use the company products or services, also responsible for arranging appointments, meeting with potential customers, explaining our products, answering questions, writing up orders, and asking for recommendations

**Customer Service - Duties:**

* Dealing with customer enquiries by telephone, email, letter or face to face.
* Ensuring that a customer’s problem is brought to a satisfactory conclusion.
* Involved in developing a customer service policy.
* Collecting and analyzing data to monitor the level of customer service.
* Making sure that all Health and Safety procedures are adhered to.
* Completing all administrative tasks and updating records.
* Occasionally having to work in the company call canter.
* Ensuring all telephone calls is answered within a 15 second time frame.
* Booking appointments for sales representatives to visit potential customers.
* Using Word & Excel to write reports and create invoices.
* Building relationships with customers.
* Suggesting solutions to customers in a positive manner.
* Dealing with all escalated complaints and enquiries efficiently and effectively.
* Giving customers information about company services and products.

**Assistant Camp Boss**

 **Duties**

* Reports to the Camp Boss and carries out the duties as assigned.
* Enforce fairly all rules and regulations of the Camp.
* Prepared rooms, bed and mattress for new recruits.
* Assist the Camp Boss with maintenance working in the Camp.
* Supervise the cleaners and report back to the Camp Boss.
* Shared employees’ salaries sillies, medical insurance cards and Emirates ID.
* Ensures that hygiene norms are respected and maintained in order to avoid fines.
* Overseeing the general welfare of employees resident in the camp.
* Follows and maintain camp quality in accordance with company’s quality management requirements in order to achieve the targeted short and long term aspirations.
* Prepared time sheet for all the Camp support staff.
* Assist to coordinated pest control and water tank cleaning.
* Patrol and inspected rooms to ensure alcohol is not consumed inside the rooms.

**Interest and Past time:**

Family, Gym, Football, Running,