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| **DARA**  Abu Dhabi, United Arab Emirates  [Dara.381922@2freemail.com](mailto:Dara.381922@2freemail.com) | C:\Users\dara.MAB\Desktop\dara singh.JPG |

**Summary**

Engaging Camp Manager overseeing camp activities and ensuring proper maintenance of camp facilities. Adept at managing camp operations and preparing seasonal budgets. Specialize in encouraging enrollment and ensuring the safety of participants.

Seeking a professional organization that provides constant learning, intellectual growth capabilities, enhances creative skills and helps achieve top cadre by setting benchmarks both at organizational and personal front.

**Highlights**

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| * Camp Management * Budgeting & Finance * Administration * Operations Management * HR Management | * Vendor Management * Facilities Management * Kitchen & Catering * Logistics Management * Health Safety Compliance * Project Management |

**Experience Summery**

* **Camp Manager/Support service & Logistics Manager (From -2013 – till date)**

Employer – MAB Facilities management- Abudhabi – Reporting to Operational Director

Location – Al Ain Operative Village – Zone Crop Approved Camp

* **Assistant Camp Manager (Nov 2006– Dec 2012)**

Employer – MAB Facilities management- Dubai – Reporting to Operational Manager

Location – Sharjah Camp- MAB Accommodation

* **Facilities Supervisor(Catering /Camp)- (May 2001 – Oct 2006)**

Employer - Daoud& Partners Catering Co. (MAB Affiliates)

Location - Iraq & Jordan

* **Executive Chef/Catering Supervisor – (Feb 1992- March 2001)**

Employer –Clay Oven

Location - Amman – Jordan

* **Head Chef –(1990 -1991)**

Employer - Fantasiland Bombay

Location - Mumbai, India

**Job Responsibilities**

**Camp Manager/Support service & Logistics Manager (From -2013 – till date)**

* Setting up Camps, managing and maintaining catering, and facilities.
* Responsible for mobilizing & Demobilizing Camp facilities.
* Coordinating the use of facilities for Client, Vendors, company and contractors  
  planning, organizing, mobilization, implementing company policies and procedures  
  Responsible for managing & overseeing all activities of the Camp.
* Responsible for safe and efficient operations camp.
* Ensuring sufficient accommodations availability to accommodate the workforce.
* Responsible for effective and efficient management of all delivery of all Food and Beverages with the aim that provide the highest level of Customer Services, Food Quality and Quantity, Hygiene as per HSE regulation.
* Responsible for supervising catering activities ensuring services provided are up to standards, in compliance with agreements and meets expectations. Providing guidance and advice on all catering related matters.
* Responsible for coordinating with catering service providers on all events and functions and regularly review proposed menus in all areas and ensure compliance with contract term and conditions.
* Ensuring that the required hygiene standards are met and observed in all locations.   
  Responsible for conducting regular inspections on catering facilities and camp facilities and ensure quality meets the specified standards.
* Setting procedures and a system to follow up on all catering related matters and ensure customer satisfaction.
* Responsible for Liaising with all parties to discuss requirement, provide guidance and coordinate with catering contractor to provide service in accordance with contract and that meets expectations.
* Providing HSE focus and management during the construction phase and oversee the setup of all camp facilities.
* Responsible for managing all issues and resolve all problems relating to the offices, accommodation, and catering at the camp.
* Responsible for developing policies for the facility, preparing, maintaining, and submitting daily, weekly, monthly inspection reports & records as required.

**Assistant Camp Manager (Nov 2006 – Jan 2013)**

* Responsible for overall operation of camp including accommodation, catering, preventive maintenance, security services and oversaw staff facilities, utilities management, potable water, sewage clearance and electricity.
* Responsible to achieving and maintaining high standards of Cleaning hygiene & operational performance.
* Responsible for coordinating with company employees in all units/operations and maintained good working relation with every employee, attending to their needs & grievances.
* Receiving new staffs on arrival, briefed, explained the policy & procedures & conducted orientation sessions.
* Responsible for arranging accommodation for new staffs and schedule for work site. Visited work sites regularly, discussed and resolve clients and staffs concerns.
* Assisting Operation Managers in mobilization of Camp, Catering units, Food outlets & Restaurants.
* Responsible for planning, organizing & controlling operation in a professional manner.

**Facilities Supervisor(Catering /Camp)- (May 2001 – Oct 2006)**

* Maintains the operations of the facility on weekdays, evenings, and weekends in the absences of the Facilities manager and Assistant Recreation Manager
* Ensures all policies and procedures of the facility are enforced.
* Resolves concerns, conflicts, and problems of the patrons ensuring that services are provided in a professional and safe manner.
* Supervises, supports, and assists staff. \*--
* Conducts regular walk through of the facility to assist visual maintenance, cleaning and security.
* Assists front counter personnel with taking fees and monitoring payment of admission fees; assists lifeguard, custodial staff and child care staff when necessary.
* Completes records and reports as required. -- Performs related duties as required.
* Maintain Food production complies with regulatory requirement.
* Directly reporting to catering manager regarding food.

**Executive Chef/Catering Supervisor – (Feb 1992- March 2001)**

* Planning and directing food preparation and culinary activities
* Modifying menus or create new ones that meet quality standards
* Estimating food requirements and food/labor costs

**Education**

* Highest Secondary School Passed
* Level 3 in Food Safety Management/HACCP.
* Essential Food Safety Training (EFST)

**Technical Qualifications**

* ISO 9001,14001 & 18001 Awareness Course attended
* International Emergency Frist Aid Course
* Intensive Menu Planning
* Building Excellent Service Mindset/ Creative in problem –solving Program
* Hygiene Course with TUV Nord for Food Safety

**Personal Information**

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| Full Name | Dara |
| Date of Birth | 01October 1973 |
| Nationality | Indian |
| Religion | Hindu |
| Marital Status | Married |
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| Driving License | Holding Valid UAE Driving License |
| Visa Status | UAE Employment Visa |

**Declaration**

I would like to submit my curriculum vitae seeking your favorable consideration for a suitable placement at your esteemed organization. I can prove myself to be an asset and work to the satisfaction of the management.