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| **thampy.382206@2freemail.com**Targeting senior managerial level assignments in **Camp Management / Administration** with a leading organization of repute, preferably in **Middle East**THAMPY  |
| Education & Credentials* B.COM. From Kerala University in 1982

**Other Courses:*** Diploma in Hotel Management and Catering Technology in 1985
* Diploma in Computer Application in 1986

Executive Profile* A competent professional with **nearly 18years** of experience in Camp Management, Administration, Store Management, , and Transportation
* Skilled in ensuring smooth business operations as well as leading daily administrative activities (procurement, EHS, material management and so on) as well as annual maintenance (preventive) for owned infrastructure (equipment and assets)
* Excellent interpersonal, analytical and negotiation skills with proven track record of utilizing process-oriented approach towards accomplishment of cost, profit & organizational goals
* Exceptional negotiation & relationship management skills with capability to relate to people at any level of business

Career Timeline | Core CompetenciesCamp ManagementGeneral AdministrationTransport ManagementFacility ManagementVendor ManagementLiaison & CoordinationSoft SkillsThinkerIntuitiveInnovatorCommunicatorCollaborator |
| **Apr’08-Feb’18****MM’86-MM’96****MM'97–MM’00****Jan’01–Nov’02****Sep’04–Oct’05****Oct’06–Mar’08**Hotel Aida, Kottayam, IndiaAl Soraya Housing Compound, JeddahBon Food Group of Companies, Abu DhabiAl Naba Services L.L.C., MuscatA’ssaud National L.L.C., MuscatOrbit Summith Health Ltd., Riyadh |
| **Apr’08-Feb’18**Professional Experience**A’ssaud National L.L.C., Muscat as Camp, Administration, Transport & Store Incharge** **Key Result Areas:*** Supervised stores management & administration and materials issue & reconciliation
* Monitored 1 Labour Camp with 300 Employees, 8 Omani Drivers, 22 Vehicles and Labour Mess
* Interfaced with purchase department (Dry Foods, Frozen and Vegetable ), quality and vendors for timely receipt of urgent materials
* Directed housekeeping team to maintain hygiene and ensured all functions are done as per SOP
* Administered procurement activities and ensured correct forecasting of supplies for optimum inventory
* Managed execution of division policies, procedures and controls covering all areas of administration & procurement division activity to fulfill relevant procedural/legislative requirements while delivering quality, cost-effective service to employees
* Performed the administrative services functions with respect to facilities management (housekeeping, maintenance, repairs), security, travel & transportation, catering, medical services and guest houses
* Provided administrative support (transport, travel, mail management & stationery) to the entire bank
* Planned & budgeted administration expenses and working towards minimizing the operational expenses/ costs
* Contributed in recruiting, hiring and training New Employees
* Maintained camp dicipline; organized routine check-ups of workers, provided counceling on to avoid alcoholic,smoking, tobaco and so on

Previous Experience**Al Naba Services L.L.C., Muscat as Camp Incharge****Oct’06–Mar’08****Sep’04–Oct’05****Bon Food Group of Companies, Abu Dhabi as Camp & Administration Officer** **Al-Soraya Housing Compound, Jeddah as Camp Supervisor** **Jan’01–Nov’02****Orbit Summith Health Ltd., Riyadh as Camp & Catering Supervisor** **MM’97–MM’00****Hotel Aida, Kottayam as Food & Beverage Manager****MM’86-MM’96**Personal Details |
| **Date of Birth:** : 1st July 1958**Languages Known:** : English,Hindi, Arabic and Malayalam**Current Address:** : Diera, Dubai**Visa Status** : Visit, Valid **Nationality** : Indian**MaritalStatus** : Married**Date of Issue** : 10th November 2009**Place of Issue** : Muscat |