**LATEEF**

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**~ Senior Management Professional ~**

**~ Camp Management ~ Maintenance Operations ~**

**PROFILE SUMMARY**

* Result-oriented Professional with **nearly 2 decades** of experience in:

~ Camp Management

~ Maintenance

~ Repair Operations

~ Policies & Procedures

~ Project Execution

~ Client relationship Management

~ Safety Management

~Liaison & Coordination

~ Documentation

* Last associated with **JGC Corporation (ISO-14001/OHSAS 18001 ISO- 9001), Qatar as Camp Manager**
* Skilled in **inspecting camp on daily basis** and implementing any new things in the Camp if getting some suggestion from the suggestion box
* Proficient in **maintaining required health records** to insure proper payment of accident claims resulting from camp participation
* Track record of **making daily, weekly, monthly preventive maintenance in the camps** and keeping its proper records and handling the maintenance team
* Sound exposure in **allocation arrangements** and plans as per nationality and their language to be kept in priority for skilled labors and unskilled labors alone
* Expertise in meeting with safety department and carrying out Safety drill in the camps with an officer
* **Achievement oriented professional** with excellent people management skills and an ability to manage change with ease

**CORE COMPETENCIES**

* Liaising with sub-contractors for their Staff Accommodation and making the monthly Invoices to charge the Sub Contractors
* Performing maintenance & repairs on the camp facilities including plumbing, painting, carpentry, cleaning and electrical works
* Ensuring accommodations and service facilities are well maintained and meet all standards to the extent possible
* Resolving the problems of the labors in the camp premises itself and if it’s beyond control; then taking an advice of Administration Department and handover the same to the concern Department for the Disciplinary action
* Setting work priorities and respond to changing external priorities that impact on daily planned activities
* Providing daily reports to the administration manager of the camp daily activities like daily head count, sick reports, absentees and absconding
* Making an Inventory on Monthly, Quarterly & Annually Basis and keeping its proper records
* Maintaining camp rules and regulations in the unit in accordance with Company policies and procedures
* Keeping the good relations with the Labors and Staff in the Camps, and maintaining the discipline accordingly

**WORK EXPERIENCE**

**Aug’15, 2015 to December 2017 with Delta Group of Companies (An ISO-14001:2004 & ISO 12647-2-2004 Certified Company), Dubai**

**Camp Manager**

Main Projects: Printing, Interiors, Magic Screen printing and Binding works

* Daily operation activities in the Labor and Staff Camps like House Keeping & Maintenance
* Sending an email like Daily head count and absconding reports to the HR Manager.
* Catering Service and preparing menus for different nationalities.
* Carrying out all maintenance jobs like Plumbing, Electrical etc.
* Making an intend of for purchasing maintenance materials and keeping its proper records.
* Allocating bed space to the new arrivals and issuing linen items and keeping its records.
* Providing companies sub lease contractors rooms and linen items and giving their daily man-days to the concern manager.
* Handing Utilities like Sweet Water, Sewage Tankers and keeping its records.
* Conducting tribunal for the employees who are violating companies rules and regulations.
* Maintaining yellow card which issued by Dubai Municipality and closing their observations which was marked by them.
* Following Pest Control, Water Tanks Cleaning, Water Coolers Cleaning and keeping its records.
* Coordination with HR for Visa Medical.
* Coordination with Civil Defense if they want to conduct fire dill in Camps.
* Keeping records of all Cleaners, Camp Drivers, Securities and Camp Bosses attendance record.

**Aug’11 to Mar’15 with JGC Corporation (ISO-14001/OHSAS 18001 ISO- 9001), Qatar**

**Camp Manager**

Project: Barzan Onshore Project

Client: Ras Gas

**Responsibilities:**

* Handling the Labor and Staff Camps with the Capacity of approximately 5600 Employees in CAMP # 5, 6200 Employees in CAMP# 6 & 9200 in JK CAMP, Raslaffan (Barzan Project).
* Handling the labor and staff camps and they were divided in three categories the top management, management, seniors, juniors, skilled labors and unskilled labors
* Collaborating with:
  + Catering Companies and discussing the issues about the food if any complaints and maintaining the Hygiene food
  + Facility Management for all utilities like Cooking Gas, House Keeping, Laundry, Landscaping, and keeping the records of it
  + HR Department, Accounts Department, Personnel Department and the Daily Wages Department
  + Male Nurses in the camp and training them for emergency cases
  + Maintenance Team and keeping the records of the Store with a Store Keeper and the service will be round the Clock
* Maintaining:
  + Recreation Halls for Top Management, Management, Senior Staff and all the Operatives and discipline in timings will be maintained
  + Swimming Pool and its cleaning on weekly basis and keeping a Life Guard around the Swimming Pool on its timings
  + Discipline in the Camps & displaying the safety alerts Posters in the camp
  + Gymnasium with well-trained Gym Instructor
  + Food menu in cooperation of Catering Department as per the Nationality
* Arranging:
  + Safety Drill at camps for Fire & Health by the cooperation of HSE Department
  + Pest Control in the Camps and its surroundings & making the schedule for it
  + Entertainment Programs for all employees
  + Weekly arrangement of Bazar Trips for all the Staff and Labors with the Security guard
* Providing the facility for all the Staff like Banking, Rent a Car and Barber Shop
* Keeping a register at the Gate for daily entries for all outgoing and incoming Visitors
* Attending the meeting with:
  + Safety Department and with the Management as per to their schedule to solve the issues and getting an advise from the Top Management
  + All the CAMP BOSSES, HOUSING KEEPING SUPERVISOR, and MAINTENACE SUPERVISOR for any issues and advising them
* Make arrangements of Disposal of Garbage and Skip at the Camp premise

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**May’09 to Mar’11 with Samsung, United Arab Emirates**

**Camp Manager**

Project: CCAD

Client: MABUDALLAH

**Responsibilities:**

* Ensuring effective camp operations management developments in the Camps, problem solving between the labors and Staff at the camp premises if it is beyond my control advice for further action in the Administration department
* Involved in planning, organizing, mobilizing and implementing company procedures
* Openednew business lines with new clients in order to fulfill the capacity of a 2000 - 3000 person camps.
* Imparted training to staff about customer service and quality management
* Managed camp premises and carried out preventive maintenance periodically to ensure that the company's health and safety policies were adhered too and housekeeping and hygiene's highest standards were met to create a safe and healthy environment
* Handled departmental assets and expenditures efficiently
* Supervised Laundry unit with the Medical Fitness certificate of MOH
* Ensured effective implementation of the Indoor and outdoor games for the staff and Labor
* Arranged the Transportation for an Emergency for the labors and staff
* Assisted in submitting daily Head count report to the Administration Department
* Supervised the Kitchen, Mess and handled the cooks, waiters, dishwasher and cleaners

**Jan’05 to May’09 with Dutco Balfour Beatty Group LLC, Dubai, United Arab Emirates**

**Area Camp Manager**

Client: Emmar Properties

Project: Dubai Shopping Mall

**Responsibilities:**

* Making arrangements with respect to bed spaces for new comers in the different Camps to their Nationality and languages
* Involved in arranging food for new comers and deducted an amount for each employee after getting their cash advance
* Ensured effective preparation of report of new employees who reached to the respective Areas and reported to the Administration Department
* Assisted in co-operating with the Personnel Department for Visa Medical and Arranging Transportation with the Plant Department through the knowledge of immediate superiors
* Involved in arranging bazaar trips on fridays and public holidays in all staff and labor camps with the coordination of plant department
* Keeping all the details in the Camp like (Trade License, Tenancy Contract, Pest Control Agreement Copy, Water Tank Cleaning Agreement Copy and Commercial Trade License…) wherein these documents would help when an Inspection would be done from MOH

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**Apr’95 to Nov’03 with Abdul Hadi Abdullah and Sons, Kingdom of Saudi Arabia**

**Camp Boss**

**Responsibilities:**

* Liaised with internal and external customers to ensure that all incoming and outgoing personnel & items were processed in a timely fashion and accordingly undertook inductions to new guests
* Conducted hygiene audits in the camp and kitchen including use by date and storage methodologies to ensure camp health and sanitation standards are maintained
* Coordinated emergency response activities and situations, to coach & train team members within the context of fire and emergency response team
* Ensured effective preparation of reports for Managers as required including daily accommodation and catering status report
* Carried out pest control in the camp premises whenever required
* Provided daily absentees and absconding reports to the admin department
* Involved in issuing the Employee of the Month to the Janitor as per to the Work efficiency
* Maintained:
  + Utilities and kept its proper records, Maintaining the Manager’s Villas and Gardening
  + Camp Clinic in the concern Camps with the Male Nurses
  + Standards of safety and comply with Company’s Health, Safety & Environment Management System requirements
  + Company standards of Quality in accordance with Company Quality System requirements
* Assisted in arranging the Transportation from the Camps to Bazaar for Labors and Staff on every Fridays and Public Holidays

**ACADEMIC DETAILS**

2011 “NEBOSH” International General Certificate in Occupational Health and Safety from Qatar.

1994 Diploma in Computer Education from Sri Guru Gobind College of Science & Technology, Nanded

1994 Type Writing English Lower Grade from State Board of Technical Qualification A.P. Hyderabad

1990. B.Sc. from Osmania University, Andhra Pradesh.

**Other credentials:**

* Undergone training and completed courses in safety aspects namely, Fire Fighting Medical First Aid and NEBOSH
* Valid Driving License of U.A.E, Qatar and KSA.

**PERSONAL DETAILS**

Date of Birth 6th May, 1967

Languages Known: English, Telugu, Arabic, Hindi, Urdu, Tamil, Malayalam, Punjabi and Marathi