

**Imran**

**E-mail** **:** **imran.382873@2freemail.com**

**Position Applied: Camp Boss/Asst. Camp Boss**

**Personal Profile:**

As a Camp Boss you will be responsible for the overall camp management and maintenance. An employee allocated to this class of work is responsible for maintenance and repairs on camp sites to insure successful operation. Work is performed independently within established policies and procedures under the general direction of the Administrative superior.

**Qualification Summary:**

* Computer literate (MS Word, MS Excel, MS Outlook)
* Good interpersonal skills and have a good command in oral and written communications
* Possesses a high level of professionalism, hardworking and self-motivated
* Creative, flexible and able to adapt various situations and challenges
* Having a high degree of attention to details combined with a very good overview of the work situations
* Possessing valuable insights, keen analysis, team approach and problem solving
* Committed to excellence.
* Experience in document control, document imaging, document archiving, and maintenance of electronic and physical documents.
* Skilled in reviewing and preparing statistics and reports
* Ability to interact and coordinate with internal and external business partners.
* Strong interpersonal, analytical, and teamwork skills.

**Communications:**

* Good English, Good Hindi (Writing & Speaking)
* Little Bengali, Urdu

Page **1** of **5**

**Work Experiences:**

* **Working as Camp Boss since 2017 to 2018 in Arabtec Construction LLC.**
* **Working as Asst. Camp Boss since 2015 to 2017 in Arabtec Construction LLC.**
* **Working as Office Clerk since 2013 to 2015 in Arabtec Construction LLC.**

**Arabtec Construction LLC, Dubai U.A.E August 2013 to present – 4 Years Position : Asst. Camp Boss**

* Designed educationally-focused fun camp activities and programs.
* Conducted camp counselor interviews and background checks.
* Evaluated and assessed camp counselors in program delivery.
* Conducted creative lesson planning to encourage child development in a fun and exciting way.
* Adhered to all safety guidelines and ensured staff-maintained CPR and First Aid certifications
* Manage the property and operation on a daily basis.
* Act as the company representative to its client.
* Plans and review goals and objectives for the project.
* Coordinates, direct and manages all staffs and everyday operations to achieve profit, guest satisfaction and efficiency while maintaining standard set by the company.
* Serve as Accommodation Manager on Duty / Receptionist.
* Promote good relationship with all guest and staffs.
* Meet with the Resident Manager of the client on a weekly basis.
* Manage responsibilities in accordance to the organization policies and applicable laws.
* Manages and coordinates maintenance and repairs on camp facilities including plumbing, painting, carpentry, cleaning, and electrical duties.
* Employs and supervises staff to operate dining facilities.
* Assumes responsibility for checking in and out camp grounds and non-camp groups and maintenance records.
* Inspects all camp facilities and reports to relevant personnel.

Page **2** of **5**

* Supervises and orients camp Laborers.
* Assumes responsibility for maintaining standard first aid supplies.
* Maintains liaison with in-house nursing staff and medical clinics in the area.
* Assumes responsibility for weekly camp attendance summary, financial records and other required reports.
* Assumes responsibility for security of camp facilities and camp personnel.
* Assumes responsibility for inventory and ordering of equipment and supplies.
* Maintains liaison with personnel Department.
* Performs related work as required.

**Arabtec Construction LLC, Dubai U.A.E**

**August, 2013 to 2015 – 2 Years**

**Position** **: Office Clerk**

* Mail and Correspondence, handle incoming and outgoing mails.
* Responsible to general assistance emails, attaching files to messages, answering letters and distributing correspondence to the appropriate office team member
* Operate photocopier machine, fax machine, phone system and other office equipment
* Handle filing duties this includes creating and maintaining a filing system locating documents for staff members and filing documents in their corresponding location.
* Directly reporting to Reginal Director’s & Administration Manager.
* Preparing photocopies for all documents, sending fax, scanning, sending mails and Emails assisting all staff requirements.
* Preparing Monthly stationery items requirement in Administration Dept.
* Checking & verifying sick leaves of Staff & Labors.
* Warning letter updates and issuance.
* Checking & verifying of Weekly Staff Attendance.
* Receiving incoming correspondences for Admin. Office.
* Managing front office & attending phone calls.
* Preparing and monitoring the daily staff time sheet of Admin. Staff time in & time out.
* Preparing Warning Letters & making transmittal to be sent to

Page **3** of **5**

respective site.

* Keeping & updating Admin. Office file records.
* Verifying and checking of weekly attendance working in various office/department/projects.

**Riddhi Siddhi PVT LTD. Rudrapur Uttarakhand India**

**Position** **: Office Clerk**

**2010 - August 2012**

* Mail and Correspondence, handle incoming and outgoing mails.
* Responsible to general assistance emails, attaching files to messages, answering letters and distributing correspondence to the appropriate office team member
* Operate photocopier machine, fax machine, phone system and other office equipment
* Handle filing duties this includes creating and maintaining a filing system locating documents for staff members and filing documents in their corresponding location.
* Directly reporting to Line Manager.
* Preparing photocopies for all documents, sending fax, scanning, sending mails and Emails assisting all staff requirements.
* Preparing Monthly stationery items requirement in Administration Dept.
* Checking & verifying of Weekly Staff Attendance.
* Receiving incoming correspondences for Admin. Office.
* Managing front office & attending phone calls.
* Keeping & updating Admin. Office file records.
* Verifying and checking of weekly attendance working in various office/department/projects.

**Educational Attainment:**

* Fire Fighting Training Dubai Municipality (Certificate Available)
* Traffic Rules & Regulation RTA (Certificate Available)
* 12th Class at Shibpur Ambika Hindi High School, Howrah West Bengal – India.
* 10th Class at O.K.M. Inter College, Lar Deoria Uttar Pradesh- India.

Page **4** of **5**

**Personal Information:**

* Nationality: Indian.
* Date of Birth: 20/12/1993
* Marital Status: Unmarried
* Sex: Male
* Religion: Muslim (Sunni).
* Visa Status: On residence

**DECLARATION:**

All the information given above is true to the best of my knowledge and belief. I assure you that I shall work with all my efforts, if given a chance to work in your esteemed organization.

**REFERENCE:**

* References and letters will be available upon request.

Page **5** of **5**