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| JACOB  Jacob  Email : [Jacob.387807@2freemail.com](mailto:Jacob.387807@2freemail.com)  PROFESSIONAL ATTRIBUTES:  An enthusiastic individual with consistent approach to challenges, can perform effectively even within a highly pressurized work environment. With high enthusiasm and ambition, good team player, willing to learn and improve, flexible and proactive towards work a responsibility. Always work with integrity, reliable, responsible with positive can easily adapt to the working environment.  **CAREER OBJECTIVES**  Seeking for an opportunity in the field on HR & Administration in a grand reputed organization to utilize my education, skills along with 16 years well knowledge, ability and experience in association with a dynamic and progressive work environment in favor of company achievement.    CAREER HISTORY   1. Retail Facilities Supervisor Emarat, (Emirates general petroleum corporation) Dubai P.O Box 9400. UAE since March 1999 – 20th May 2017.  * Emarat petroleum is a leading petroleum Company in UAE, Quality award winner and ISO 9001 certified corporation. Having 54 branches all over. Offer services in Oil and gas field. * Retail out lets with supermarket.   2. Operation Manger in Orion Fire & Safety International LLC. June 2017 to till Date.   * Orion Fire safety & security LLC , Supply and installation of fire alarm & Fire fighting for fit out and project also Annual maintenance services. Having branch in Abu Dhabi, Sharjah & Dubai.   PROFESSIONAL ACHIEVEMENTS     * Hands on experience in operation. * Experienced in HR & Administration. * Familiar with operation and preventive maintenance of fire alarm & Fire fighting. * Experienced in Site monitoring and reporting work progress. * Ability to work under pressure with multiple tasking abilities. * Experience in any project to complete with in time frame. * Quick grasping new area. * Excellent customer service and customer relationship. * Goal oriented individual with strong leadership capabilities. * Capable to coordinate with team and the site engineer.   JOB DESCRIPTION   * Identifying customer needs and presenting appropriate company product and service offering. * Generating lpo for managing timely delivery. * Updating the expiration as per municipality rules and regulation and company standard. * Responsible for safety rules and regulation * Maintain the stock and the purchase.   EDUCATIONAL QUALIFICATION   * SSLC * PRE – DEGREE – KERALA UNIVERSITY * BSC IN PHYSISCS - Course completed. * COMPUTER programming in basic language * DIPLOMA COURSE in Airline and travel agency management   PROFESSIONAL TRAINING SEMINAR   * Basic cash register training on ruby VeriFone & Navision * Customer service and guest approach training conducted by EMARAT. * Detection of forgery, counterfeiting & fraud training program by ALPHA Security training & consulting * Basic food hygiene training course conducted by Apex food consultants * Basic fire fighting training for EHS from SAJAA PLANT, SHARJAH. * Managing conflict in the workplace training conducted by progress management consultant. * Merchandise for success and ‘ SELLING CUSTOMER SERVICE’ By Emarat * Training on stress management by Emarat * Leadership skill conducted by smart Brain. * CPR and BASIC FIRST AID (Adult module) by AMERICAN HEART ASSOCIATION AND AMERICAN SAFETY AND HEALTH INSTITUTE. * Basic accounting by University of Sharjah * Attitudes for excellence by MIND FIELD * Practical time & stress management by Dovetail management consults * Effective communication skill by TRAINING FOR CHANGE * Coaching skill for assistant supervisor by INSTITUTE FOR INTERNATIONAL RESEARCH * Supervisory course for the assistant by EMARAT.   PERSONAL CREDENTIALS   |  |  | | --- | --- | | NATIONALITY | INDIAN | | DATE OF BIRTH | 17.06.1965 | | SEX | MALE | | MARITAL STATUS | MARRIED | |
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