**Biju**

**Email:** **biju-389838@2freemail.com**



**Objective:**

To invest my professional expertise and personal attributes towards the organizational goal and progress in my professional and personal life.

**Camp boss/Camp administrator skills:**

-Ability to prepare reports.

-Computer literate

-Ability to solve problems

-Strong personality with leadership character

-Camp clinic

-Security supervision (as per company guidelines)

-Transportation arrangements

-Information provider to the new arrivals about the company timings/mess timings or any other shedule like shopping etc.

-Key management

-Staff/workers welfare

-Event management

-Waste management

-Excellent camp management skills and ability to increase workers satisfaction .

-Extensive experience in administrative procedure.

**Total experience: 29 years ( 22 years in Indian Army (AMC) , 8 years in Gulf )**

**Camp boss/Accommodation supervisor**

GALFAR ASPIRE READY MIX LLC OMAN (FROM MAY 2017 TO TILL)

**SharpoorjiPallonjiiraq ( From Nov. 2012 to Till 2015)**

-Responsible for overall management of Camp Virgil Tate

-Responsible for assuring that the camp is in compliance with federal, state and local regulations including but not limited to workers compensation, health department, fire marshal, OSHA, etc.

-Manage camp funds including purchasing activities, procurement and approval for payment of all invoices, collecting camp fees, making deposits, and keeping accurate financial records

-Create and or revise policies and procedures for camp management

-Work collaboratively with funding entities including the county commission, grantors, etc.

-Assume responsibility for group check-in and check-out procedures

-Supervise the menu preparation and food service operation .

-Responsible for maintaining the schedule of events at the camp.

**SharpoorjiPallonjiqatar WLL ( From Nov. 2010 to Nov. 2012)**

-Duties And Responsibilities as Described as SPQ

**SharpoorjiPallonji Libya ( From Nov. 2009 to Aug. 2010)**

**Shapoorjipallonjimidlest LLC (from Aug 2008 to Oct 2009)**

-verify and check compliances of camp on a day to day basis.
- Camp Administration
- Planning & Implementation
- Cost Control
- Local Purchase for soft furniture etc. as per company norms
- Rooms allotments as per company procedure
- Accommodations for new arrivals
- Checking rooms every day ( Any body absent or sick) keep record
- Any sick person arrange medication/transportation (If required)
- Supervision for House keeping (Cleaning of toilets, corridors, surrounding etc.)
- Keep record for water tanker (If buying from outside) otherwise meter reading on weekly basis.
- Disposal of sewage water and maintain proper record if tanker hire-in.
- Supervision of Staff/Workers Canteen
- Co-ordination with Admin. Dept. for new arrivals/departures
- Co-ordination with Admin. Dept. for distribution of company letters etc.
- Camp Maintenance

 **Administration with different Military department in India for 22 years**

-Implementations of standing orders rules & maintain office systems and discipline

-Responsible to handle the daily task of the department

-Responsible for providing secretarial services to the head of department

-Provides administrative support to the team members and department

-Preparing purchase order and invoice for purchase of office items

-Maintain a proper record of several transactions in the database and time sheet

-Help and support the staffs to perform efficiently.

**Educational Qualification / Personal Details**

-Pre degree certificate

-Secondary School Certificate

**Technical Qualification**

-Graduation from Army Corps (Indian Army)

**Safety and Security**

Certificate Course: Security Training Certificate from Indian Army able to handle automatic weapon and small arms & LMG etc.

-Trained in Fire Fighting and fire prevention from SP Intl. Dubai UAE.

**Computer Literacy**

MS office

**Language**

English, Hindi, Malayalam and Tamil.

 **Personal Details**

Nationality : Indian

Gender : Male

Date Of Birth : 08 March1969

Religion : Christian

Marital status : Married