**RESUME**

**SHAIKH**

**E-mail id:** **shaikh-392862@2freemail.com**

**Career objective**

**Want to join an esteemed organization where I will be able to prove my experience for the benefit and success of the company and from where I can get the opportunities to learn and explore new things.**

**Strength**

**A self-starter determined, dedicated, disciplined and with a positive attitude.**

**Academic qualifications**

* **BSc. appeared from Karnataka University in Karnataka, India.**
* **Passed PUC (10+2) Science from Education Department Govt. of Karnataka, India.**
* **Passed Secondary School Leaving certificate (SSLC) from Education Department Govt. of Karnataka, India.**
* **Passed Drawing Examination from Education Department Govt. of Karnataka, India.**

**Computer knowledge**

* **Passed Diploma in Software management from Aptech Computer Education Karnataka State, India.**
* **Participated in Diploma in software Engineering from Aptech Computer Education Karnataka State, India.**

**Training Records (Dubai)**

* **BICS ( British Institute of Cleaning Science)**
* **Fire training**
* **Safety and awareness certificate training**

**Training Records (Doha, Qatar)**

* **Health, safety and Environment training.**
* **Control of Substances Hazardous to Health (COSHH) training.**
* **Basic first Aid and CPR.**
* **Firefighting.**



**Worked experience:**

* **Worked as a Senior Site Supervisor from July 2017 to January 2019.**
* **Worked as a Project Incharge with MBM Facility Management in Al Ghurair Shopping Center, Dubai from 2016 to 2017.**
* **Worked as a Housekeeping Supervisor with EMRILL Facility Management Co. Dubai from 2015 to April 2016.**
* **Worked as a Custodial Shift Supervisor (Housekeeping and Site Supervisor) with New Doha International Airport from May 2013 to June 2015.**
* **Worked as a Cleaning Supervisor with Emirates Flight Catering Co. Dubai International Airport from 2001 to 2006.**
* **Worked as a Cleaning Supervisor with ELS Language centers Riyadh, Saudi Arabia from May 2009 to May 2011.**

**Job Description**

* **Briefing and training on daily basis.**
* **Handling 109 staff and 6 Supervisors to control their duties & assignment.**
* **To coordinate with management and report to line manager.**
* **Check mail and replying on daily basis.**
* **Checking and updating machinery inventory.**
* **Coordinating directly with suppliers for the materials**

**Operational**

* **To be entirely cooperative with the different sub departments of the premises of work or any other premises as assigned and perform all duties and tasks when rotated or assigned by the company.**
* **To ensure proper handling Storage and control of lost and found items as per rules and regulations of the company.**
* **To monitor operating supplies and reduce spillage, breakage and waste.**
* **Inspect all facilities furniture fixtures and report any damages to the Manager.**
* **To ensure that the place of work and surrounding area is kept clean and organize at all times.**

**Administration**

* **To maintain the daily log book on site.**
* **To plan the weekly duty report and work schedule.**
* **To supervise department orientation programs for new employees to make sure that they understand the policies and procedure of the company.**

**Training in machines (Karcher Machine training)**

* **Battery powered walk behind automatic scrubber, Drier and polisher.**
* **Heavy duty wet 'n' Dry Vacuum cleaners.**
* **Heavy duty dry vacuum cleaners.**
* **Single disc floor scrubbing machine with polishing attachment for ceramic tiled Rubber/vinyl flooring (dual speed) (Ride on machine).**
* **Escalator cleaner Rotomac 340 or equivalent.**
* **Karcher KRDE 4002 steam cleaner.**
* **Karcher cold high pressure cleaner HD 2000 Super.**
* **Karcher hot water high pressure cleaner HDS9/18-4m.**
* **Hako Rider sweeper mid-size.**
* **E5 Carpet extractor.**
* **Backpack vacuum.**
* **Carpet shampoo machine Vapor cleaning equipment’s.**
* **Steam cleaner for Gum removal.**

**Awards**

* **Best Employee of the month January-2002 from Emirates Flight Catering Co. Dubai International Airport.**
* **Received congratulation letter from Emirates Flight Catering Co. Dubai International Airport for air show 2003.**
* **Received Certificate of appreciation from Air India, for the onam festival which held in 2004 by the Emirates Flight Catering Co. Dubai International Airport.**

**Languages Known: English, Urdu, Hindi, Arabic (fair), and Kannada& Marathi.**

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|  | **DETAILS** |  |
|  | **NATIONALITY** | **INDIAN** |
|  | **RELIGION/SEX** | **MUSLIM / MALE** |
|  | **VISA STATUS** | **VISIT VISA (3 MONTHS)** |
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