**Application for the Post of Accommodation Supervisor/ Camp boss** 

**CURRICULUM VITAE**

**Khalil**

**Email:** [**khalil-394392@2freemail.com**](mailto:khalil-394392@2freemail.com)

## Objective

To be an integral part of a dynamic institution where my enthusiasm and hard work will lead to success not only for me but also for the company I represent. I need to be part of a progressive team where creative thinking and collaboration solves problems and contributes to the well-being of the company.

Education

**D A E DIPLOMA IN MECHANICAL ENGINEERING (2001)**

**FA INTERMIDATE FORM PESHWAR BORD OF EDUCATION (1998)**

**QHSE ONE YEAR**

Driving License : UAE (Light Vehicle No.3)

**Skill**

MS Office (Word, Excel, Power point

Internet and E-mail)

* Good Communication skills in Arabic, English and Hindi, Urdu, Punjabi, Pashto.
* Smart-working, adaptable, self-motivated and self-starting team player *.*Strong in self-discipline and Administrative matters.
* Well accepted in coordination and liaising with Clients, consultants and Govt. departments.
* Smart, Hardworking, can adapt to any situation, have capacity to grasp new matters with ease.
* Having demonstrated abilities to perform under pressure and deliver results amidst tight schedules with strong problem solving and analytical skills.

Proven track record of consistently achieving set targets, excellent communication.

**Position:-** Accommodation supervisor/ Camp boss

Work duration:-2013TO 2017

#### Job Responsibilities:-

### Responsibilities as a Accommodation Supervisor / Camp Boss

1. Maintaining all the data entry works in the camp office e.g. Camp mater list, occupancy report and daily reports.
2. Monitoring the mails from the Head office relating camps and follows up.
3. Coordinating with the Head office for any issues regarding the labors.
4. Periodic visit as and when required by the management to ICAD Camps.
5. Coordinating with the fellow camp bosses for the reports and feedback.
6. Responsible to maintain company polices and rules within the camp
7. Regular monitoring of housekeeping inside the camp premises
8. Coordinating with the Camp controllers (Security) Department to maintain stability in the camp.
9. Ensure that no employee transferred to any camp/site without the prior approval of the Real Estate Department/ Head Office
10. Informing medical emergencies to camp Doctor.
11. Room allocation to any new arrival
12. Coordinating with the storekeeper for the issue of bedding materials to the new arrivals
13. Coordinating with the other department for the smooth functioning of the camp
14. Arranging transportation for transfer, medical, visa renewal, patient transfer etc.
15. Inform the labors regarding any changes in their duty, transfer etc.
16. Responsible for camp electric and water supplies.
17. Coordinating with the Civil, MEP & A/C Department for the maintenance works within the camp.
18. Coordinate with the site timekeepers for the monitoring of camp absenteeism.
19. Attending the weekly client inspections (ADNOC) and reporting to the Head of camps for the corrective measures.
20. Responsible for the periodic checking of senior and labor rooms and reporting to the Head of camps.

**Position:-Camp Boss / Facility Supervisor**

**Worked duration:- 2 years**

1. Keep track of laborer movement to/from other camp.
2. Responsible for cleanliness, safety, security and maintenance of camp.
3. Responsible for the clearance of sewerage water from septic tanks.
4. Organize transport for emergency cases from outside.
5. Overseeing the daily movement of employees to / from sites.
6. Maintain the quality of life at the camp by ensuring a clean and hygienic environment in and around the camp
7. To control and maintain the fixed assets, their working condition (incase of water pumps, Coolers, etc...)
8. To ensure maintenance of safety measures with in the camp and make sure that they are strictly adhered to, in order to protect the employees and property from injury.
9. To regularly monitor and control the utilization of electricity, Water, other utilities etc... In the camp and to ensure that the resources provided for cooking, sports, dining are adequate & properly utilized.
10. To ensure that no alcohol is brought inside the camp.
11. To ensure that required medicine is available in first aid box with valid dates and to provide first Aid to employees for any accidents or sickness in the camp.
12. To be available any time employee’s needs.
13. To ensure that all records and documents are up to date true and correct and have full traceability at all times.

**PERSONAL DATA**

**Name : KHALIL**

**RELIGION : Islam**

**FAMILY STATUS : Married**

**Nationality : Pakistani**

**Visa Status : vist**

**FOREIGN LANGUAGES : English & Arabic and urdu**

**Gulf experience** : **9 Years**