My Resume



**TANVEER**

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**POST APPLY FOR ASST CAMP SUPERVISOR**

**PERSONAL INFORMATION**

* Gender : Male,36,Married
* Nationality : Pakistan
* Religion : Muslim
* Date of Birth : 20-03-1982
* Place of Birth : Sialkot
* Dependents : 06 (six)

***Qualification*** : FA. Gujranwala College

***Addl,Qualifications***: Computer Literate – Windows7

 MS Office, (Word Excel and Adobe Photoshop 7) Internet etc.

 : General Knowledge Certificate Marks Obtain: 71% Grade: B+.

* Current Company : NIL
* Current Location : PAKISTAN, PUNJAB,SIALKOT

**OBJECTIVE**

 To seek career oriented position in a Dynamic Organization and at the same time to endow my expertise for the sake of organization, s Success to which I will work.

**TECHNICAL SKILLS**

 Good communication & decision making skill. Strong analytical and problem solving ability.

**PROFILE**

A trained and experienced camp boss with more than 9 years of practical experience in Secretarial and Office works. Capable of independently handling any secretarial job.

**WORK EXPERIENCE**

2007 To 2009 Han yang corporation in Oman Muscat as asst camp boss

2009 To 2014 El Seif Engineering Construction Co.Ltd. In Saudi Arabia as camp boss.

2014 To 2017 in Saudi Arabia as camp boss.

**SUMMARY –WORK EXPERIENCE**

My responsibility includes:

* Welcoming the employee at the camp and to enquire about their requirement

Answering calls and make reservations.

* Data entry of the employee checked in with complete details and duration of stay in the camp.
* Arrangement of suitable accommodation required by the employee.
* Provision of camp information and arrangements transport for work.
* Provision of room data to housekeeping supervisor for cleaning and laundry services.
* Attending the work requests from the employs and handing it over to the maintenance supervisor.
* Keeping track records of the work requests and follow up.
* Taking daily attendance and preparing time sheets of all workers.
* Monitoring in & out vacation list and update accommodation lists day by day.
* Keep the records of all employs food list and preparing Mandy of the month.
* Presenting of daily work reports to the front office manager.
* Attending of monthly meeting and exchange of views to improve presentation and quality of work etc.
* Be responsible for the safety, security, maintenance, upkeep of the camp and well being of the workmen.
* Be available at kitchen during meal timing.
* Monitor departure of workers to worksites and monitor vehicles used for the purpose.
* Check camp room to identify idle workers in the camp or not reporting to site, report the same to Admin. And HR department on daily basis.
* Ensure washrooms and toilet block are cleaned daily (at least twice a day).
* Check quality of ration used for cooking and to check food prepared in camp kitchen, ensure cleanliness in all kitchen facilities like kitchen store, kitchen wash area etc.
* Monitor health and hygiene of cooks and food handlers.
* Monitor water supply and maintain water availability at all times.
* Check sewerage accumulation and arrange timely collection and disposal of the same.
* Monitor packing and disbursement of lunch boxes for workers to site as per instruction.
* Check and maintain camp store, gymnasium, recreation room, sick room, firefighting equipment and other amenities in the camp premises.
* To cater to all needs of workmen joining the company and make them feel comfortable, their medical, blood grouping is done within a week of their arrival.
* Ensure optimum utilization and maintenance of recreation facilities like gymnasium, television, carom, chess, table tennis and/or whatever recreational facilities available in the camp. Fix timing for viewing of television so as to avoid disturbance to workers who are resting/sleeping after shift duties, sick persons and general sleeping hours.
* Check illegal activities and act of indiscipline in the camp like alcohol consumption, smoking in the rooms and others activities that against the law of the land and as directed by company from time to time
* Maintain all assets of the camp in working condition.
* Ensure rooms are not overcrowded and adequately ventilated.
* Make available and maintain a complaint register, to be monitored on daily basis and action taken should be recorded in the register, the same will be put up on to the Admin. & HR department once in a week through camp Manager.
* Ensure all assets at the camp are properly maintained and accounted for

**ADDITONAL INFORMATION**

***Languages known***: English Urdu Arabic

 Yes YesYes

***Hobbies***  : Knowledgeable Working Especially Modern Research on Quran & Hadith . Personally

***Sports*** : Cricket

***Dedication*** : Devotion and Determination with Patience Curious of Knowledge with . . / . Research.

DATE: 28.10.1019

**CONTACT**

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I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>