Reghu

Reghu.221932@2freemail.com

**CAREER OBJECTIVES**

Seeking a challenging career where I shall show my inherent capabilities, enhance my skills & strength in conjunction with the organization’s goals and thus to prove myself as a worthy asset to the organization with showing innovativeness by taking risk in new venture.

***Rich functional experience in general administration of a camp (22 years)***

***Senior Non Commissioned Officer***

* Rich experience in Office Administration
* Extensive experience in House keeping - Planning, organizing and executing
* Human resource functioning/Management of Accommodation
* Extensive experience in handling/organizing events
* Labour Management.
* Security supervisor
* Experience in handling the inventory of office and family accommodation, Hiring/Lease procedure of Government accommodation.
* Specialized trainer of Fire & safety
* Experience in Maintenance of Fire Fighting equipments
* Experience in Handling small arms

**SKILL SET**

* Aspire to motivate the subordinates for upkeep of sincerity, commitment, efficiency & discipline.
* Creates new concepts in relation to the people that results in improved performance.
* Directly responsible for designing training program for organizational staff for their professional development, personal growth and integration into a cohesive team.
* Make things happen, against the odds in a collaborative way.

**TRAININGS**

* House keeping and Sanitation
* Fire and safety training.
* Junior Warrant Officer Management course.
* IT training (MS Office),Excel, and other packages
* General Industrial safety and Health **(Safety Officer)**

**PERSONAL VITAE**

* Date of Birth : 18 April 1967.
* Languages Known : English, Hindi and Malayalam.
* Martial Status : Married.
* Hobbies : Reading, Music,Sports

**ACADEMIA**

Diploma in Safety Management : National Institute of Safety

 Management 2008 (B’lore)

Graduate : Calicut University 2005

Administrative and Fire and safety: Admin Trg Institute, IAF 1986

**POSITIVE ATTRIBUTES**

* Workaholic, who can work for hours without loosing Patience,
* My salary expectation is always at part with the statuesque of the Organization.
* Can easily lead a team.
* Ability to work under pressure.
* Always ready to learn.

**EXPERIENCE OTHER THAN INDAN AIR FORCE**

* Worked as Camp Administrator in Group 3 Trading and Contracting WLL Qatar for 3 years.
* Worked as Branch Manger in a Dental Hospital (Vasan Dental Hospitals Pvt Ltd) in India for One year.
* Worked as Secretary to Managing Director in a 5 Star Hotel in India.

### DECLARATION

I do here by assure your Excellency that the information given above is true to the best of my knowledge and belief. If provided an opportunity, I will utilize it with all my determination to be a committed professional dedicated to the cause of the organization.