**Kailash**

[**Kailash.277294@2freemail.com**](mailto:Kailash.277294@2freemail.com)

**Career Summary**

**Result oriented professional with 12 years of cross functional experience in Cleaning Operations.**

**Career Objective**

**I aspire to join an organization where I can utilize my hands on exposure gained over the years to improve process efficiency. My core skill sets include:**

* Able to act on initiative, identify opportunities & proactive in putting forward ideas & solutions.
* Determination to get things done. Make things happen & constantly looking for better ways of doing things.
* Work confidently within a group.
* Able to plan activities & carry them through effectively.
* Manage time effectively, prioritizing task and able to work to deadlines.
* Team player with exceptional man management skills.
* Able to motivate and direct others.
* Good coaching and training skills in developing new joiners to ensure good quality sourcing, proposal preparation and improved TAT.

**Assistant Facility Manager - Cleaning Department Feb 2015 – present**

**Career Path**

Sigma Integrated, Dubai – UAE

**Senior Operation Coordinator - Cleaning Department Feb 2007 – Jan 2015**

Grako LLC, Dubai – UAE

**Cleaning Supervisor Sep 2002 - Jan 2007**

ServeU LLC, Dubai – UAE

# Sigma Integrated, Dubai – UAE

Key Responsibilities:

* Site survey doing before commencing the project.

**Professional Responsibilities**

* Making a project plan as per client’s requirement.
* Creating a job pack with all related documents required before the commencing of the site.
* Updating the daily site progress to the Operation Manager
* Scheduling the staff as per specific requirement of the job
* Arranging the cleaning Equipment, Tools & Chemical required
* Creating & Providing daily site plan to the all Site Supervisor’s
* Briefing Safety procedures to staff while working at heights
* Creating a Tool Box Talk on all related topics while working at Heights  Generate a Checklist for all the Machinery & BMU on daily basis.
* Training the staff for maintaining the Quality of cleaning at the site.
* Ensuring that the project plan is completed as per given schedule.
* Coordinating with client and updating site status on regular intervals.
* Providing Training program for the Rope Access Technician, Machine & BMU Operators.

***Project’s Handled***

* Bay Square ( Dubai )
* Maze Tower ( Dubai )
* Latifa Tower ( Dubai )
* Oceana Tower ( Dubai )
* TDIC (Abu Dhabi)

# Grako LLC, Dubai – UAE

Key Responsibilities:

* Site survey doing before commencing the project.
* Making a project plan as per client’s requirement.
* Creating a job pack with all related documents required before the commencing of the site.
* Updating the daily site progress to the Operation Manager
* Scheduling the staff as per specific requirement of the job
* Arranging the cleaning Equipments, Tools & Chemical required
* Creating & Providing daily site plan to the all Site Supervisor’s
* Briefing Safety procedures to staff while working at heights
* Creating a Tool Box Talk on all related topics while working at Heights  Generate a Checklist for all the Machinery & BMU on daily basis.
* Training the staff for maintaining the Quality of cleaning at the site.
* Ensuring that the project plan is completed as per given schedule.
* Coordinating with client and updating site status on regular intervals.  Providing Training program for the Machine & BMU Operators.

***Project’s Handled***

* Burj Khalifa
* Dubai Airport
* DWC
* Dubai World Trade Centre
* Deira City Centre
* Mirdiff City Centre

# ServeU LLC, Dubai

Key Responsibilities:

* Conducting periodical site inspections, co –ordination with the concerned branch Operations managers and staff to provide better services.
* Correspondence and negotiations with the clients, suppliers and contractors.
* Arranging of purchase according the site requirements and keeping track of materials on stock.
* Providing proper training and guidance to cleaning staff.
* Preparation of quotation for new sites and call out jobs.
* Plan work schedule for different projects.
* Forecasting of annual material requirements.

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| **Education** |

* Passed H.S.C Examination with Second Class from Mumbai Board in March 1994.
* Higher Diploma in Software Engineering at Aptech Computer Education, Mumbai

**Personal Details**

* Date of Birth 08th Jan 1974
* Nationality Indian
* Marital Status Married
* UAE Driving License Yes
* Languages English, Hindi, Marathi