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|    JACOBJacob Email : Jacob.387807@2freemail.com PROFESSIONAL ATTRIBUTES:An enthusiastic individual with consistent approach to challenges, can perform effectively even within a highly pressurized work environment. With high enthusiasm and ambition, good team player, willing to learn and improve, flexible and proactive towards work a responsibility. Always work with integrity, reliable, responsible with positive can easily adapt to the working environment.**CAREER OBJECTIVES**Seeking for an opportunity in the field on HR & Administration in a grand reputed organization to utilize my education, skills along with 16 years well knowledge, ability and experience in association with a dynamic and progressive work environment in favor of company achievement. CAREER HISTORY1. Retail Facilities Supervisor Emarat, (Emirates general petroleum corporation) Dubai P.O Box 9400. UAE since March 1999 – 20th May 2017.
* Emarat petroleum is a leading petroleum Company in UAE, Quality award winner and ISO 9001 certified corporation. Having 54 branches all over. Offer services in Oil and gas field.
* Retail out lets with supermarket.

 2. Operation Manger in Orion Fire & Safety International LLC. June 2017 to till Date.* Orion Fire safety & security LLC , Supply and installation of fire alarm & Fire fighting for fit out and project also Annual maintenance services. Having branch in Abu Dhabi, Sharjah & Dubai.

PROFESSIONAL ACHIEVEMENTS * Hands on experience in operation.
* Experienced in HR & Administration.
* Familiar with operation and preventive maintenance of fire alarm & Fire fighting.
* Experienced in Site monitoring and reporting work progress.
* Ability to work under pressure with multiple tasking abilities.
* Experience in any project to complete with in time frame.
* Quick grasping new area.
* Excellent customer service and customer relationship.
* Goal oriented individual with strong leadership capabilities.
* Capable to coordinate with team and the site engineer.

JOB DESCRIPTION* Identifying customer needs and presenting appropriate company product and service offering.
* Generating lpo for managing timely delivery.
* Updating the expiration as per municipality rules and regulation and company standard.
* Responsible for safety rules and regulation
* Maintain the stock and the purchase.

EDUCATIONAL QUALIFICATION * SSLC
* PRE – DEGREE – KERALA UNIVERSITY
* BSC IN PHYSISCS - Course completed.
* COMPUTER programming in basic language
* DIPLOMA COURSE in Airline and travel agency management

PROFESSIONAL TRAINING SEMINAR* Basic cash register training on ruby VeriFone & Navision
* Customer service and guest approach training conducted by EMARAT.
* Detection of forgery, counterfeiting & fraud training program by ALPHA Security training & consulting
* Basic food hygiene training course conducted by Apex food consultants
* Basic fire fighting training for EHS from SAJAA PLANT, SHARJAH.
* Managing conflict in the workplace training conducted by progress management consultant.
* Merchandise for success and ‘ SELLING CUSTOMER SERVICE’ By Emarat
* Training on stress management by Emarat
* Leadership skill conducted by smart Brain.
* CPR and BASIC FIRST AID (Adult module) by AMERICAN HEART ASSOCIATION AND AMERICAN SAFETY AND HEALTH INSTITUTE.
* Basic accounting by University of Sharjah
* Attitudes for excellence by MIND FIELD
* Practical time & stress management by Dovetail management consults
* Effective communication skill by TRAINING FOR CHANGE
* Coaching skill for assistant supervisor by INSTITUTE FOR INTERNATIONAL RESEARCH
* Supervisory course for the assistant by EMARAT.

PERSONAL CREDENTIALS

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| NATIONALITY | INDIAN |
| DATE OF BIRTH | 17.06.1965 |
| SEX | MALE |
| MARITAL STATUS | MARRIED |

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