

**SHAHUL**

**Shahul-392574@2freemail.com**

**Dubai, UAE.**

**PROFESSIONAL SUMMARY**

**Highly skilled and resourceful Civil Site Co-coordinator with excellent record of cost-effective project completion. Able to function effectively as an independent worker or as part of a team. Exceptionally proficient at identifying and preventing waste water contamination through preventive troubleshooting.**

**ACADEMIC DETAILS**

**Diploma in Civil Engineering from AL-AMEEN POLYTECHNIC COLLEGE with 72% SSLC from MATRIC BOARD in 2011 with First class**

**SKILL SET**

**AUTOCAD MS Office**

**WORK EXPERIENCE & ROLES AND RESPONSIBILITIES**

**Working in Al Mukthar, Abha-Saudi Arabia (April 2017 to April 2018)**

**Placed orders for housekeeping supplies and guest toiletries. Directed team of 15 to 20 personnel in busy hotel**

**Improved process efficiency through effective inventory control in alignment with client standards.**

**Trained and mentored all new personnel to maximize quality of service and performance.**

**Introduced new operational programs like incentives to increase company loyalty and reduce employee turnover.**

**Created and implemented training programs to enhance employee performance. Communicated repair needs to maintenance staff.**

**Completed schedules, shift reports and other business documentation. Worked with front desk to respond promptly to all guest request**

**Working in Al Hoot, muscut-Oman (Dec 2018 to April 2019)**

**Creating Customer Billing**

**Creating work orders for handling jobs.**

**Assigning and Closing the work orders in Company Software Resolving the complaints via Email and through phone calls. Reporting the labor manpower**

**WORKING RELATIONSHIPS**

**Internal: Report to General Manager, Property Stream General Managers & their teams Finance, Marketing & Human Resources.**

**COMPETENCIES**

**a. Preference for action – self‐starter with the personal drive and motivation to**

**Proactively identify issues, progress activities and deliver solutions.**

**b. Communication – Excellent interpersonal and communication skill with the**

**Ability to give clear and precise instruction to third parties. Excellent written And verbal communication at all levels is vital to this role.**

**c. Professional knowledge and Analytical thinking – Strong, rationale thinking**

**With a challenging, questioning mind that can view issues as a whole as Well as drill down into the final detail.**

**PERSONAL DETAILS**

**Nationality : Indian**

**Date Of Birth : 21/03/1995**

**Married Status : Single**

**Visa Status : Visit Visa (Expires on May17 2019)**

**Languages Known: Tamil, English, Arabic and Malayalam.**

**DECLARATION**

**I hereby assure that the above-furnished details are true to the best of my knowledge and belief. I also assure that I will be truthful and dutiful to the job assigned to me.**

**Date:**

**Place: Dubai**

**SHAHUL**