## C:\Users\Khan\Desktop\IMG-20191223-WA0007.jpgCURRICULUM VITAE

**PERVAIZ**

**CAMP BOSS/ FACILITY SUPERVISOR/CLUSTER HEAD( SOFT SERVICES)**

 **Objective**

Achieve the organizational objective by effective and maximum utilization of my capabilities and skills. My vision of growth in envisages organizational success in association with that of the individual to manifest his aim. I believe in the skill of motivation, Co –ordination, innovation, building rapport, enhanced, efficiency, sincerity and hard work with the experience of 16 years.

**Experience Summary :**

* Worked as**Camp Boss** Fora **Dubai-based Company** For the period
* of **4 Years**
* Worked as a **Cluster Head Soft Services & Camp Administrator** for
* **Electrolux Maintenance & Commerial Services LLC**, for the period of
* **8 years**
* Worked as a **Camp Boss & Facility Supervisor** For **Bin Fraih**
* **Pipeline Group Abu Dhabi** for the period of **4 years**

**Responsibilites as a Camp Boss**

* Administrates and controls the labour camp accommodation.
* Performs regular tours and spot check on laborers dormitories and other related facilities and follows up on remedial action in case of any finding.
* Reviews daily labour camp reports in relevance to data sent by the camp dispatchers and ensure that all required services are carried out.
* Reviews the all camps inspection reports for rooms’ cleanliness and maintenance needs and amends preventive checking schedule accordingly.
* Coordinates laborers distribution planning.
* Follow up on laborers performance with the operations staff members & follow up on complaints raised and resolves them.
* Follow up on major work accidents taking place with laborers & coordinates with the HR an HSE teams ensuring that proper measures are being taken.
* Investigates on problems of laborers at work or in the dorms & gives recommendations and support to HR team members to follow up and resolve.
* Follow up on laborers major medical and emergency cases including work accidents and outbreak of diseases.
* Maintains records for the use of catering & laundry services and the expenditure of materials in the camp and issue daily/weekly and monthly status reports for management and finance department requirements.

 **Responsibalities As Facility Supervisor**

* overseeing and agreeing contracts and providers for services including security, parking, cleaning, catering, technology and so on
* supervising multi-disciplinary teams of staff including cleaning, maintenance, grounds and security
* ensuring that basic facilities, such as water and heating, are well-maintained
* managing budgets and ensuring cost-effectiveness
* allocating and managing space between buildings
* ensuring that facilities meet government regulations and environmental, health and security standards
* advising businesses on increasing energy efficiency and cost-effectiveness
* overseeing building projects, renovations or refurbishments
* helping businesses to relocate to new offices and to make decisions about leasing
* drafting reports and making written recommendations

**Responsibalities As Cluster Head Soft Services(Houskeeping)**

* Establishment of cleaning standards and procedures for workers and ensure adherence to these standards and procedures
* Coaching and developing employees (cleaners)
* Scheduling and assigning specific duties/roles to cleaners and also ensuring that they are carried out expertly
* Inspection of cleaning equipment on a regular basis so as to know when they are worn-out and also request for replacement
* Controlling and monitoring the usage of cleaning materials so as to avoid or minimize waste and/or misuse
* Providing any form of required assistance to cleaners while they carry out their duties

**Academic Education**

* Metric BISE DG Khan Board, Pakistan
* Intermediate BISE DG Khan Board, Pakistan
* Bachelor Bahauddin Zakariya University Multan, Pakistan

**Additional Trainings/Course**

* H2S Awareness & Escape Training Level 2
* First Aid Course At Workplace
* Confined Space Entry
* Task Risk Assessment
* Permit to work (PTW)
* Electronic permit to work (EPTW)
* Fire Fighting training
* NEBOSH IGC under process

**Personal Skills**

## Able to identify hazards and analysis hazards and solve problems.

* Practically and creativity, finding solution
* Strong interpersonal and management skills.
* Ability to take change and responsibility.
* Good interpersonal communication and team work capability.
* Conversant with MS Office 2007, windows and internet.
* Deep knowledge of UAE Municipality rules & regulation regarding labor camps.

**Personal Information**

## Name :: Pervaiz

* Date of Birth :: 15th Jun 1984
* Nationality :: Pakistani
* Marital Status :: Married
* Religion :: Islam
* Language Known :: English,Arabic, Urdu.

**Driving license information**

* Place of issue :: Ajman/ UAE.

**Declaration**

**CONTACT DETAILS:**

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**Mobile Number** : +971504753686 / +919979971283

**Reference** : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com

**YouTube Video CV**

<https://www.youtube.com/channel/UCdsv_v9Czkx2Dc8bW4Bt4wA>

**View My CV on Gulfjobseeker.com CV Database**

<http://www.gulfjobseeker.com/employer/cv_database_highlighted_cv_freetocontact.php>

**Chat with me Live on Zoom**

<https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

Here I am kindly declared that the above mentioned details all are true in the best of my knowledge and believe.

**References Available Upon Request.**

**(PERVAIZ)**