

SUMMARY



BASHEER MULLANDY

050 5933207

Basheermullandy@gmail.com

Location: Abudhabi

**SKILLS**

* Resource allocation
* Sustainability initiatives
* Regulatory compliance
* Department management
* Policies and procedures
* Quality control procedures
* Client relationship
* Performance monitoring
* Facility management
* General office administration
* Customer relationship building
* Time management

**LANGUAGE**

* English
* Hindi
* Arabic
* Malayalam
* Tamil

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERSONAL DATA:**

Date of Birth: 12TH May 1971 Marital Status: Married

Nationality: Indian Languages: English, Hindi, Arabic, Malayalam &Tamil

Passport No.: N2882192

Date of Issue: 18.05.2022

Expiry Date: 17.05.2032

Place of Issue Abu Dhabi UAE

Visa Status: Employment

.

Driving license: Valid U A E- Light Vehicle

License No.: 2055730

Date of Issue: 26.04.2012

Expiry Date: 24.04.2027

Place of Issue: Abu Dhabi

**OBJECTIVES:**

A Suitable position as mentioned below with a reputed organization & to work in an innovative and competitive environment and to fulfill organizational goals thereby simultaneously achieving personal career growth.

**Currently Hired…**………………**Project coordinator -ADCB**

# Professional Certification & Academic Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** | **Certification / Degree** | Institution / University | **Specialization / Major** | **Passing Year** |
| 1 | Pre-Degree(12th) | University of Calicut | Commerce | **1988** |
| 2 | SSLC | Thiruvangoor Higher Secondary School, Calicut. Kerala |  | **1996** |

# Other Qualification / Courses

Attended various short courses and seminars on catering Management, food hygiene, and supervision of kitchen, housekeeping and health and Safety Management systems. Offshore survival, Basic fire, and Advance Fire Fighting Courses & First Aid Course

# Personal Attributes

* Confident to work independently and as a team member.
* Excellent Communications Skills in English.
* Self-motivated, Job oriented and hard working.
* Adjustable to any type of environment.
* Very good knowledge of Floor polishing and Carpet shampooing

# Employment History

**U A E**

|  |  |
| --- | --- |
|  | AGFS BM (Al Ghurair Facilities solutions) |
| Employer:  Function. | **Project coordinator** |
| Location:  Duration of Employment:  Job Description: | Abu Dhabi Commercial Bank (**ADCB)**  June 2023--Till Date   * Full In charge of the ADCB all over the UAE * Manage the team, maintain friendly relations with the client, build a realistic project plan, deliver the outcomes on time, schedule tasks, and delegate assignments. * To track the progress and performance of the project, along with the performance and efficiency of the team members. * Coordinating internal resources and vendors for the flawless execution of projects * Ensuring that all projects are delivered on-time, within scope and within budget * Ensure resource availability and allocation * Develop a detailed project plan to track progress * Use appropriate verification techniques to manage changes in project scope, schedule and costs * Measure project performance using appropriate systems, tools and techniques * Periodically communicating with all the clients. * Preparing all the documentations as per each site’s requirements * Preparing the weekly and **Monthly Management Report** |

|  |  |
| --- | --- |
| Employer:  **( AGFS)** | MODERN BUILDING MAINTANENCE |
| Function. | **Area Senior Supervisor (Cluster in charge)** |
| Location:  Duration of Employment:  Job Description | Musanada Project (**Provis, School project)** (Abu Dhabi)  April 2017—June 2023   * Briefing to the staff in the early deployment * Site Inspection * Scheduling and planning training for the allotted staff * Coordinating with the store department for consumable and cleaning equipment’s. * Immediately attending the site CAFM complaint and solving the issues * Ensuring the Health and Safety policies are adhered to all times. * Arranging the onsite training in coordination with the Training Officer. * Periodically communicating with all the clients. * Preparing all the documentations as per each site’s requirements * Preparing the weekly and **Monthly Management Report** * Preparing the PPM scheduled |

|  |  |
| --- | --- |
| Employer: | ETISALAT FACILITIES MANAGEMENT |
| Function. | Senior Cleaning Supervisor |
| Location:  Duration of Employment: | Musanada Al Ain Mosque Projects  April 2014 - March 31st 2017 |
| Job Description: | * Planning, Briefing and scheduling the jobs for the allotted staff. * Planning and scheduling General Cleaning (Deep Cleaning) and Shampooing of Specific area on monthly basis in coordination with the Manager. * Site Inspection * Periodically communicating with all the clients. * Maintaining the client’s satisfaction records. * Immediately attending /solving the client’s complaint. and preparing the job cards. * Giving training for the staff (Machinery using, chemical dilution and carpet shampooing) * Arranging the weekly and monthly meeting in coordination with the Manager. * Immediately preparing the job cards any complaints rising from the client and closing the same time. * To ensure that Health and Safety policies are adhered to all times. * Coordinate with the store Department for the necessary cleaning equipment and supplies. * To be responsible for reporting any faults with the cleaning equipment |

|  |  |
| --- | --- |
| Employer: C:\Users\Mullandy\Desktop\ADNH.jpg | ADNH/ COMPASS Middle East LLC |
| Function: | Cleaning Supervisor |
| Location: | Military Intelligence School Mahavi, Abudhabi |
| Job Description:  Duration of Employment: | Full in charge of the cleaning in entire location  Nov.2011 – April 2014 |
| Employer: C:\Users\Mullandy\Desktop\ADNH.jpg | **ADNH/ COMPASS Middle East LLC** |
| Function: | Housekeeping Supervisor |
| Location: | ADMA OPCO offshore (Al–Hyleh Barge) |
| Duration of Employment: | 01st Dec 2003 – Oct.2011 |
| Job Description: | **Principle responsibilities**:   * Planning& scheduling the Rooms of the Guest arriving and Departing from the Barge. * Coordinating with the Room Boys and checking them on daily basis about the preparation and general Cleaning of rooms. * Planning and scheduling Pest Control of Specific Area on weekly basis in coordination with the Manager. * Planning and scheduling General Cleaning and Shampooing of Specific area on weekly basis in coordination with the Manager. * Requesting and Receiving of House Keeping Materials every week. as well as looking after the Consumption of items. * Also responsible for the Requirements of the higher personnel of the Barge in Coordination with the Manager. * Also taking all responsibilities for the stewarding and related job to ensure that Health and Safety policies are adhered to all times * To ensure that Health and Safety policies are adhered to all times |
| Employer: C:\Users\Mullandy\Desktop\ADNH.jpg | **ADNH/ COMPASS Middle East LLC** |
| Function: | Cleaning Supervisor |
| Location: | UM AL NAR (Special Operation Command) |
| Duration of Employment: | 1st April 2003 – 30th Nov 2003 |
| Job Description: | Principle responsibilities:   * Handling the Cleaning of the area with 85 staff under my Supervision. The Location Includes 140 Offices, 1200 Officers and Soldiers Accommodations, Navy and Air Base with Huge Public Area. * Also scheduling the staff according to their weekly off. * Preparing Time Sheet and Leave Forms. * Coordinating with the Manager for the Expenditures of cleaning Materials Used. * Immediately attending the complaints and solving the issues. |

**BAHRAIN:**

|  |  |
| --- | --- |
| Employer: | AL DEWANIA HOTEL |
| Function: | Senior House Keeping Supervisor |
| Location: | Manama, Bahrain |
| Duration of Employment: | 1995-2002 |
| Job Description: | Principle responsibilities:   * Full In charge of House Keeping Department. |

|  |  |
| --- | --- |
| Employer: | BAHRAIN INTERNATIONAL HOTEL |
| Function: | Senior House Keeping Supervisor |
| Duration of Employment: | 1994-1995 |
| Job Description: | Principle responsibilities:   * Reporting and taking daily instruction from EXE. Housekeeper and providing work to the room boys, public area staff as well as giving instructions to the floor supervisors to do the general cleaning as per the daily scheduled. according to the high standards. * Giving instruction and training for all the housekeeping staff. |

|  |  |
| --- | --- |
| Employer: | **BAHRAIN PHOENICIA HOTEL** |
| Function: | Senior House Keeping Supervisor |
| Duration of Employment: | 1993-1994 |
| Job Description: | Principle responsibilities:   * Providing and giving Instructions to the JNR. supervisors as well as public area staff and room boys. And supporting the EXE. Housekeeper for smooth running of Department. * Arranging the weekly and monthly meeting in coordination with the EXE. Housekeeper, and responsible for to taking inventory of all the housekeeping material, linen etc. * During the absence of EXE. Housekeeper controlled the entire H/K. Department. |
|  |  |

# Certification Courses

.

* MS Office (Word, Excel power point)

# Achievements and Appreciation

|  |  |
| --- | --- |
| **Appreciation Certificate:** | Has achieved “Employee of the Month “Award from ADNH Compass Middle East llc. For outstanding contribution towards Hygiene of the Location. *Achieved Employee of the month Award from MBM and Ministry of Education and Knowledge.* |
| ***For Outstanding services with ADMA–OPCO offshore. Achieved Safety Man of the month Award from Adma Opco locations.*** |

**Declaration: -**

.

|  |
| --- |
| ***In view of the above particulars, I assure you that if an opportunity is offered to me, I can execute my work*** |
| ***To the entire satisfaction of the concerned personnel in your esteemed Organization. Further I hereby declare that all the above information’s is complete and correct to the best of my knowledge and belief.***        ***------------------------***  ***Basheer Mullandy*** |
| . |