

## **ARUN KUMAR RAJENDRAN**

Abu Dhabi UAE

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A competent professional having eleven years of experience in administration, safety, Operation, Sales and customer handling seeking key assignments with the organization with high repute

### **Professional Development & Qualification**

NEBOSH IGC

Diploma in Health and Safety Environment and Fire Safety

BSc Industrial Chemistry

Vocational Higher Secondary (Agriculture with Science) Kerala Education Board

Matriculation (Kerala Education Board)

### **Safety Certifications**

ISO 45001:2018 Principles of Occupational Health and Safety Management Systems

ISO 9001:2015 Quality Management System.

Golden Rules of Process Safety Management in Oil & Gas - GRPSMOG

Hazardous Waste Operations and Emergency Response Management - HAZWOPER

Construction Industry HSE Management System & practitioner Responsibilities - CIMSPR

Disaster Management with Advanced Emergency Response Principles DMAERP

Behavioral Based Safety Management- BBSM

Management of Change in Process Safety- MOC

### **Professional Experience**

#### **GEMS Cambridge International School**

Dept.: School Lab technician and Admin

Duration: February 2020 onwards Responsibilities

- Take part in entire School safety
- More than 103 risk assessments completed for the school safety.
- Take part in Fire policy review and evacuation plan.
- Prepared Safety Manual for Science labs for the school.
- Participate safety Audit for the school
- Timely preparation of Chemicals/Solutions, laboratory equipment and materials for the science practical lessons.
- Employing safe work practices in the science laboratory by applying Occupational Health and Safety legislation
- Custodian of all lab equipment, devices, chemicals and other materials in Physics, Chemistry and Biology Lab worth of 2 million AED.
- Preparation of Risk Assessments for the practical and share the same with science teachers, support staff and Manager School Operations.
- Develop and timely revise Science Laboratory Safety Manual for the School.
- Keep and update Material Safety Data Sheet for Chemicals and Equipment.
- Make sure the implementation of Science Lab safety manual.
- Make sure that the proper usage of PPE during practical.
- Safe storage and disposal of chemicals and biological residues in accordance with regulations.

- Safe storage of laboratory equipment and materials
- Ensure the production and distribution of documentation, take notes and prepare minutes, and follow up on required actions;
- Assist science teaching staff for practical demonstrations.
- Set out equipment and materials for classroom/department use.
- Ensure proper safety in Physics, Chemistry and Biology Lab.
- Order additional equipment or materials for the practical as per the request from the teachers.
- Report any type of damage in any equipment devise in Laboratory.
- Part of School Safety Council
- Responsible for PPE box in all risk areas in our school including chemical storage other than school lab.
- Responsible for all safety actions and precautions for students, staff and parents or visitors safety with in the school premise.

### **ABC Private School**

Job Role –Facilities Management and Science Lab

Duration: September 2017 to January 2020

#### **Responsibilities**

- Develop and maintain effective partnerships and engage in positive communication with all staff, senior leaders and the Principal
- Provide information and guidance to staff at all levels within the organizational unit; ensure understanding of intent and deadlines
- Planning extracurricular activities for bring the school name higher and getting more students in next year.
- Act as the role School Facility Manager with School Lab responsibility.
- Adhere to the school's policies and procedures and ensure all supervised staff does as well.
- As lead health and safety officer for the school, ensure that all aspects of the school meet / exceed all related requirements stated by ADEC, government authorities and the school.
- Establish internal procedures and tracking systems for correspondence and documents; verify that work is done in accordance with corporate standards; monitor work progress
- Ensure that buildings and premises comply with all requirements of the Ministry of Health and Safety Regulations, Municipality, Civil Defense and other Governmental bodies including the education regulator
- Ensure security, cleaning, and contracted staff such as canteen, clinic, and lifeguards to be followed the correct government documentation in place (i.e. occupational health cards) to be authorized to work in the school.
- Evaluate ongoing support requirements of the office, adapt service provision to meet changing needs and solve operational problems as required
- Serve as the lead in receiving deliveries of stock, confirming all goods meet the requirements specified in the orders, and processing signed invoices and delivery notes
- Ensure the initiation of a variety of transactions in the organization's computerized administrative systems
- Take responsibility, within the limitations of the school budgets, for the proper upkeep of all school furniture, fixtures and fittings and report back to the Principal or delegated person over any issues that may require repair and/or replacement so proper funding can be planned/allocated in advance whenever possible
- Monitor security, cleaning, catering, and other relevant contracts for the school to ensure efficiency, effectiveness and value for money.
- Working with the facilities team to for the dehiired apartments and also facilitate new building for the new and existing staffs.
- Also Develop the Science Laboratory as per the regulation of ADEC and Cambridge University.

**Emirates NBD (Under Hadaf AlKhaleej Commercial Services L.L.C)**

Job Role –Team Leader for Retail Liability Sales

Dept: Emirates NBD Assets

Duration: March 2016 to April 2017

**Responsibilities**

- Handling a twelve-member team of Sales officers, tale sales and one quality officer for Emirates NBD products.
- Handling products such as Credit cards, Personal Loans, Salary Accounts and Savings accounts.
- Ensure proper training of new joiners and mapping acquisition areas and targeted companies for them.
- Open new relationships for sourcing from the listed companies
- Find out and help the bank to list new potential companies for listing.
- Join calls with sales officers for potential clients and value products.
- Arranging activities KIOSK, area combing, crowd support to generates more leads and business
- Responsible for the documentation such as incomplete documents / over writing or any fraudulent documentation.
- Liable for preparing audit sheet, training sheet, TL report and examining daily visit reports / DSR Reports.
- Responsible for taking primary level interview, staff selection and training of newly hired staff.
- Maintaining discipline among the team creating favorable working condition.
- Accountable for achieving Team's target.

**Union National Bank, UAE**

Job Role -Relationship Officer and Acting Team Leader

Dept: Small and Medium Scale Enterprises

Duration: March 2013 to December 2015

**Responsibilities**

- Create New Relationship and exploit the opportunities by visits, telephone, or persuade customer to purchase bank's products like Bank Guarantee, Letter of Credit, Business Loans etc.
- Accountable for self as well as team target.
- Identified potential clients using advertising companies, personal contacts etc.
- Provide regular market feedback as well as inputs for the formulations of sales strategy.
- Maintain good relationship with key organization and their employees.
- Monitor performance of the team; explore new ideas and tactics for SME business development.
- Problem Solving relates to follow-up and close monitoring of banking needs of customer in SME operation.
- Did an additional responsibility of making Client Line proposal for Credit team.
- Interact proactively across related operating and support department to find enduring solutions ongoing business issues.

**ICICIBANK LTD. INDIA**

Job Role –Officer

Dept: Customer Service Branch Banking

Duration: July 2009 to February 2013

**Responsibilities**

- Meeting the CASA Target of the Branch.
- Meeting new customer acquisition of Branch (SB, NRI & Current accounts).
- On boarding activities and cross selling products such as FD, RD, Travel Card, LI, GI , Auto loan, BLG, Housing loan etc.
- Ensuring compliance of service standards for effective customer service and implementation of systems for appropriate customer complaint management
- Conceptualizing business development plans for the purpose of achieving pre-designated revenue plans as well as cross selling of products like Housing loan, Car Loan, Credit Card, Mutual Fund, Life Insurance etc; overseeing personal banking desk & queue management, account opening document checking & exception tracking
- Identifying and target new as well as existing clients (individual & corporate) for promoting various banking products and cross selling other products for enhancing revenue generation.
- Meeting fee income targets of the branch
- Ensuring compliance of service standards for effective customer service and implementation of systems for appropriate customer complaint management
- Rendering services with compliance to time & quality norms as per the organizational regulations & standards
- Adhering to account opening / KYC Norms (Errors / Discrepancy) confirmation of AML alerts and rectification of AIMS

**National Educational Development Council. INDIA**

Job Role –Centre Manager and Trainer

Duration: June 2007 to June 2009

**Responsibilities**

- Managing day to day activities of the centre
- Ensuring proper delivery of the subjects and training to the students.
- Timely project completion and examination.
- Proper documentation of educational certificate and ensure proper delivery of study materials.
- Weekly and monthly review for subjects
- Daily audit on accounts and transactions of the centre
- Heading monthly meeting with parents and council meeting

**Education Sector experience in India****Viwabharathy Vidyanikethan**

Job Role: Part time Instructor for Evening classes

Duration: June 2007 to Feb: 2013

- Prepare and deliver lectures for class +1 to +2 students on topics such as organic chemistry, analytical chemistry, physical chemistry and chemical separation.
- Evaluate and grade students' class work, laboratory performance, assignments, and papers.
- Maintain student attendance records, grades, and other required records.
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Maintain regularly scheduled office hours in order to advise and assist students

**Study Centre (Private Education Institution)**

Job Role: Part time Instructor for Evening classes

Duration: June 2007 to March 2012

- Prepare and deliver lectures for class V to +2 students on topics such as organic chemistry, analytical chemistry, physical chemistry and chemical separation.
- Evaluate and grade students' class work, laboratory performance, assignments, and papers.
- Maintain student attendance records, grades, and other required records.
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Maintain regularly scheduled office hours in order to advise and assist students

**SH College**

Job Role: Teacher in Chemistry

Duration: June 2006 to March 2009

**Responsibilities**

- Prepare and deliver lectures to +1 and +2 students on topics such as organic chemistry, analytical chemistry, physical chemistry and chemical separation.
- Supervise students' laboratory work.
- Evaluate and grade students' class work, laboratory performance, assignments, and papers.
- Compile, administer, and grade examinations, or assign this work to others.
- Maintain student attendance records, grades, and other required records.
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Maintain regularly scheduled office hours in order to advise and assist students.
- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction.
- Select and obtain materials and supplies such as textbooks and laboratory equipment.
- Initiate, facilitate, and moderate classroom discussions.

**Extra Curricular Development & Qualifications**

President Scout Award from Mr. K R Narayanan (Hon: President of India)

**Linguistic Abilities**

English, Malayalam, Hindi and Tamil,

**IT Skills**

MS Office applications, Financial Software such as Orison, Finacle, Finone etc., MS teams, Google pages etc.

**Personal Dossier**

Date of Birth	: 24-10-1985
Marital Status	: Married
Nationality	: Indian
Current resident Country	: United Arab Emirates
Visa Status	: Transferable
Passport No	: H3994396
Passport Valid up to	: 6 <sup>th</sup> April 2029

## **References**

### **ABC Private School**

Madam Baria Zain

Principal

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### **Emirates NBD**

Mr. Tiju Vargahese

Abu Dhabi Head

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### **Union National Bank**

Mr. Ravi Kumar

Team Leader for SME

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### **ICICI Bank Ltd**

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