

MOHAMED MAHARDEEN Haja Maideen

Mob: +971567487244 Email: mahardeen01@gmail.com DUBAI,

United Arab Emirates



CAREER OBJECTIVE:

Seeking a challenging position, where my skills and knowledge can be utilized for successful completion of the assignment and be responsible to provide quality deliverable, creativity, sound business and technical judgment.

WORK EXPERIENCE:

- 6+ Years of Experience in Customer service Executive
- Excellent Problem-solving skills with a strong technical background and good inter personal skills.
- Can switch to new technology in short period of time
- 2+ Year working experience as customer service Site Supervisor with India High School Oud Metha Dubai
- 2+ Year working experience as customer service area supervisor UVC technical service, Dubai from 2019 June to 2021 June
- 2+ Year experience as customer service Executive Saned Facility Management LLC – Sharjah from July 2021 to till 2023

ROLES & RESPONSIBILITIES:

- The management and control of the soft service operation to the agreed specification and to the agreed performance, qualitative and financial targets
- To deliver a consistent level of service across soft services, within the Company's standards, to the contract specification and agreed KPI performance,
- Evaluate ideas for additional scope of work and additional opportunities for services and recommend to the client as appropriate
- Reporting on SLAs and delivery action plans to ensure that SLAs are met/exceeded
- Management, reporting and monitoring of performance and accounts to ensure control of spending and budgets
- Managing compliance including standard operating procedures, purchasing, statutory requirements (health and safety)
- Arrange & attend monthly & quarterly review meetings with Managers of all Sub Contractors

ACADEMIC QUALIFICATION:

Higher Secondary: Computer Science

BBA - study at Jaipur nation university

License

4-wheeler expiry Jun2025

PERSONAL STRENGTH:

- Good knowledge in site activities and manpower mobilization.
- Assuring Quality Standards

- Great adaptability in underground servicing activities
- Knowledge of documentation
- Rehabilitation works in commercial and residential Buildings.
- Having good knowledge in Recruitment.
- Basic Knowledge in Computer

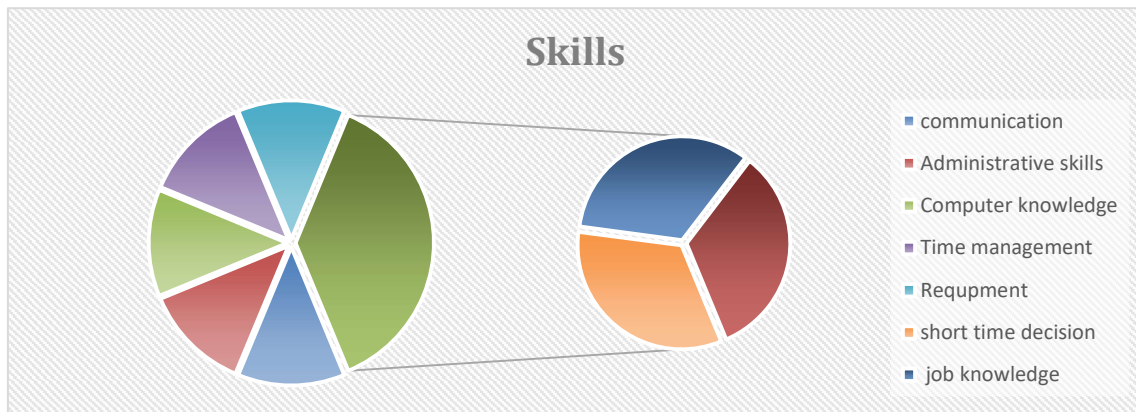
SOFTWARE SKILLS:

- AutoCAD
- MS Office

PERSONAL PROFILE:

- Father's Name: Haja Maideen R
- Date of Birth :26-12-1996
- Gender: Male
- Marital Status: Single
- Nationality: Indian
- Languages known: Tamil, Malayalam, English and Hindi
- Permanent Address: 166, Masjidia street, koothanallur, TAMIL NADU, INDIA

Skills chart:



DECLARATION:

I hereby declare that the given above information are true to the best of my knowledge and belief and can be supported with reliable documents when needed.

Signature By,

Mohamed Mahardeen Haja Maideen.