

CURRICULUM VITAE

S.ABDUL MANAF,
DUBAI, U.A.E,
Email Id: manafsupervisor@gmail.com
Mob. No: +971542436466,



APPLYING POST FOR DRIVER

CAREER OBJECTIVE

Looking for a Suitable opportunity to lead a team of supervisor and driver professionals, where I can explore my skill set and bring them to effective use for achieving organizational objectives and providing clients and customers, professional and effective services.

PERSONAL STRENGTH

- Self-motivated with flexible personalities and able to deal with all sorts of problems.
- Can easily adapt to new working environments and people around.
- In-depth knowledge of various Housekeeping equipment and products.
- U.A.E Driving license : **3 MANUAL, NO:3769629, Valid up to 07/12/2029**

JOB PROFILE

Employer: **Arabian Gulf Facility Management L.L.C.**

Location: Dubai and Abudhabi, U.A.E

Duration: Feb 2019 to Sep 2024.

Nature of work: Housekeeping Supervisor

Employer: **Modern Building Maintenance CO LLC.**

Location: Dubai, U.A.E

Duration: Dec 2005 to Feb 2019

Nature of work: Housekeeping Supervisor

WORKING EXPERIENCE - 19 years (United Arab Emirates)

- 10 years of Driving Experience.
- 3 years of Housekeeping experience in managing multiple sites / Project Jabel Ali MBM.
- 5 Years of Forman Housekeeping experience.
- 10 Years of Site Supervisor cum driver Housekeeping experience.

TRAINING PROGRAM UNDERGONE

- Health and safety environment awareness (HSE)
- Equipment and machine handling.

CLIENT SITE HANDLED

- **COMMERCIAL BUILDING at JEBEL ALI FREEZONE.**
- **DEWA Staff Accommodation & DEWA Pumping Station at HATTA.**
- **DUBAI Municipality & Park at Deira.**
- **DUBAI POLICE, at Rashidhiya, Al Awir.**
- **LULU MALL at All Abudhabi Branches.**
- **ASTER CLINIC at Dubai.**

- **MOSQUE at DUBAI**
- **CENTER POINT at Burjman & Al ghurair Mall.**

JOB DESCRIPTION

- Responsible for daily attendance register/grooming & hygiene inspection and monitoring pantry.
- Responsible for supervising the work of duty staff.
- Responsible for reporting to all administration jobs related to staff.
- Collect and submit weekly performance feedback from end users for contract billings.
- Co-ordinate with the housekeeping manager to conduct performance for appraisal.
- issue cleaning equipment and supplies to staff for respective duties.
- Analysis of staff performance for developing training plans.
- Responsible for supervising a group of staff for major cleaning activities.
- Deal and interact with clients.
- To assign duties to the housekeeping staff and monitoring jobs are conducted as per schedule.
- issue cleaning equipment and supplies to staff for respective duties.
- conduct training sessions for staff as per training needs.
- Monitoring all HSE-related issues.
- Supervise housekeeping services including cleaning, mopping, scrubbing, sanitizing etc. in stairways, hallways, and offices labs.
- Inspection room and public area after they have been cleaned by the housekeeper to ensure quantity standard.
- Responsible for overall cleanliness of the premises.
- Checking the cleaning of delivery material issued at the site, Ensure adequate par stock for cleaning materials and equipment is available at the site.
- Reporting any cleaning problems, safety hazards, accidents, and injuries to the senior manager.
- Responsible for preventive and corrective action related to cleaning services.
- Raise concerns related to training needs and communicate the same with training departments.
- Updating manpower to the wage control department for worker's salary purposes.
- Preparing and executing of vacation schedules for workers under the guidance of superiors.
- Carrying out vehicle maintenance inspections.
- Maintaining the vehicle and keeping it clean.
- Picking up orders and loading vehicle.
- bringing faulty and damaged stock to the attention of the manager.
- Delivery of a wide range of items to different locations throughout UAE.
- Follow the route and time schedule.
- Load, unload, prepare, inspect, and operate the delivery vehicle
- Follow the regulations and safety standards.

EDUCATION

- Government Higher Secondary School, Tamil Nadu, Ramanathapuram.
Grade 9th PASS (1991 -1999)

PERSONAL PROFILE

Name: S. ABDUL MANAF
Father's Name: SMS.SEENI AHAMED,
Date of Birth: 06.03.1985
Age: 38
Marital Status: Married
Religion: Islam
Passport Number: V4960157
Languages known: English, Hindi, Tamil & Malayalam
Visa Status: **Visit VISA until JAN 21st 2025**

DECLARATION

I hereby declare that all the above avowal made in this submission is factual, complete and precise to the best of my knowledge and confidence. Thank you for your time and consideration would be greatly appreciated.

Thanking you,

Regards,

S.ABDUL MANAF