



NAVEEN DAMMANNAPETA

Operation Supervisor

To be associated with a reputed organization and work as good team player, again in depth knowledge, exposure to all areas of work, which I involve myself and makes difference to the organization by value addition to the organization as well as the customer.

MY CONTACT



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EDUCATION

- Intermediate (MPC)
- S.S.C

SKILLS

- Good Communicator
- Time Management
- Leadership
- Teamwork
- Service – focused
- Computer Skills
- Interpersonal skills
- Active listening
- Problem-solving

WORK EXPERIENCE

Nine years of experience at Jams HR Solutions FZE, Dubai UAE (Manpower Supply Company)

Operation Supervisor

Mar 2022 to July 2023

- Answers phones and emails, schedules and confirms booking and inputs customer data into company systems.
- Organizes workflow and appointment by reading and routing correspondence, collecting customer information, and managing assignments.
- Posses good communication skill and maintain good relationship with the Client.
- Besides communication over the phone, email with clients and allocating the manpower as per the client's request.
- Maintains customer confidence and protects operations by keeping information confidential.
- Developing the workforce by setting clear expectations, training, providing feedback and coaching.
- Ensuring compliance of Athens services' safety training, policies, and procedure.
- Ensuring new employees are trained on general safety policies, dot drug, and alcohol program, and proper use of assigned manpower.

Final scheduler (Updating Attendance reports)

Mar 2019 to Feb 2022

Jams HR Solutions FZE

- Day to day checking the foreman and camp supervisor manpower supplied to companies as per the schedule attendance sheets and updating the attendance sheets in the company system.
- Ensure to update the employees duty not reported reason (Absent or sick).
- Issuing warning or absent letters if any employees not reporting the daily duty as per the schedule and follow up to receiving the signed absent letters of employee from the camp boss.
- Papering employees sick, absent, standby and sales reports and submitting to Managers by email every day.

TECHNICAL SKILLS

- Well Versed in MS Office (word, excel & outlook).
- Three year experience Tech 'ERP' version 2.70.
- Good typing skill.
- Solving small Hardware problems.

LANGUAGES

- English
- Hindi
- Telugu

PERSONAL DETAILS

Nationality : Indian
Gender : Male
Date of Birth : 12/07/1992
Passport No : B9584620
Date of Expiry : 12/02/2034
Marital Status : Married
Visa Status : Visit visa

HOBBIES



Music



Reading



Sports

Office Assistant

July 2014 to Feb 2019

Jams HR Solutions FZE

- I have been engaged with the office Assistant and its peripherals. Besides communication over the phone, email with clients and verification daily time sheets.
- Responsible of day by day Time sheets updating.
- Arranging more than 200 companies time sheets date wise and company wise for prepare invoicing at the end of the month, (document control).
- Responsible for the day-to-day management and assigning activities of operating staff.
- Updated labor hours spreadsheet, organized by job numbers for daily cost calculations.
- Entered cards in payroll, making sure entry & payroll sheet totals balanced, if not, found out where it was off & did what was necessary to fix.

Group Leader-Cleaning Division VAISHNAVI RESIDENCY NIZAMABD, INDIA

- One-year experience as a house keeping in **Granules India Ltd** (2009).
- I have one year experience in hotel management as waiter (2009-10) and six-month experience as a group leader in **VAISHNAVI RESIDENCY NIZAMABAD, India 2013-2014.**
- Handle the tasks of developing and carrying out induction procedures with new staff.
- Responsible for checking the areas to ensure that proper cleanliness is maintained to a satisfactory level.

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

NAVEEN DAMMANNAPETA