

SIRAJ MOHAMMED

CAMP SUPERVISOR

Ajman, Al Bustan, Lewara

Mobile: +971 555206568

E-mail: sirajomer8177@gmail.com



OBJECTIVES:

To seek a challenging career by occupying a suitable position utilizing my organizational skills and experience to contribute towards the progress of organization.

SKILLS:

- Problem solving
- Analytical skills
- Working under pressure
- Operations management
- Good interpersonal and communication skills
- Excellent time management
- Team work.

EXPERIENCE:

1-Camp supervisor,MEPSCO Integrated Solutions Company.(01/10/2011-01/10/2013)

- Employs and supervises staff to operate dining facilities.
- Inspect all camp facilities and reports to relevant personnel.
- Supervise and orients camp laborers.
- Assumes responsibility for maintaining standard first aid supplies.
- Assumes responsibility for weekly camp attendance summary, financial records and other required reports.
- Assumes responsibility for inventory and ordering of equipment and supplies.

2-Camp Boss,MMALLA Catering Company.(30/01/22008-30/06/2011)

- Manage labor accommodation which involves cleaning,maintainance,safety and security.
- Daily camp checking, camp total details, daily reports and monthly reports sent to HR department.
- Keeping updated record of all labors staying in accommodation.
- Assist in stock-take procedures as required.
- Recruits catering staff when required.
- Orders all commodities, checking and appropriate storage of deliveries.
- Maintaining a high standard of food and kitchen hygiene.

3-Camp Supervisor,Dasmon Catering Company Ltd.(01/06/2006-16/07/2007)

- Performs maintenance and repair on camp facilities including plumbing,painting,carpentry,cleaing and electrical duties.
- Employs and supervises staff.
- Plans menus, prepares food supply orders.
- Assumes responsibility for inventory and ordering of recreational equipment and supplies.
- Maintain liaison with medical doctors in the area.
- Sourcing suppliers following best value principles.
- Aids in evaluation of camp programs and personnel.

EDUCATION:

- Bachelor of Mining Engineering, University of Khartoum,2003

CERTIFICATION:

- Organizations management (11/03/2006-06/05/2006)
- Occupational Safety and Health Administration (12/03/2018-17/03/2018)
- First Aid and Basic Cardio.8 June 2013.

LANGUAGES:

- Arabic (mother tongue)
- English (Intermediate level)
- French (beginner level)