**RAJEEVAN PULLUVANVALAPPIL**

**PROFESSIONAL EXPERIENCE**

**Facility and Procurement Officer**

**Kings’ school Nad Al Sheba**

**2014- Present**

* + Administration of service contracts, monitoring/ vetting contracted staff and evaluating service levels
	+ Work with the Facilities Manager to identify and engage with appropriate suppliers and service contractors. Negotiate best value in terms of product, service, and cost.
	+ Support the Facilities Manager with the contract tender process for the Facilities Department’s major contracts: Cleaning, MEP (Mechanical, Electrical and Plumbing) and Security
	+ Coordinate the procurement of various resources/supplies as required for daily operations of the school.
	+ Arrange maintenance repairs and callouts as required.
	+ Verifying contractor invoice amounts/frequency is as per contract. Liaise with contractors regarding any discrepancies.
	+ Maintaining and updating Facilities reports and spreadsheets including but not limited to; Facilities contract list, monthly maintenance record, Facilities quotes, supplier contact list, Facilities staff holiday record.
	+ Represent the school as the Person in Charge (PIC) during Dubai Municipality (DM) inspections from the Food Safety Department
	+ Conduct internal inspections to ensure contracted catering service provider and cafeteria facilities comply with the DM’s established food safety policies and procedures.

2018-2019

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**ACHIEVEMENTS**

A highly competent, motivated, and enthusiastic Facility Officer with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient, and accurate administrative support to office managers and work colleagues.

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Email: raji.krdubai@gmail.com

**E D U C A T I O N**

* B.Sc. Zoology

 University Kerala, India

* + Diploma in Computer Management

 LBS Centre, Kerala

 **S K I L L S**

* Problem Solving Time
* Management
* Leadership
* Communication
* Active Listening.

**COMPUTER KNOWLEDGE**

* **MS Word**
* **MS Excel**
* **MS Publisher**
* **MS PowerPoint**

 **L A U N G U A G E S**

* **English**
* **Malayalam**
* **Hindi**

**PROCUREMENT SOFTWARE:**

**ORACLE**

**DYNAMICS**

**REFERENCE**

**Reference will be provided as per the request.**

**Facility Coordinator**

**GEMS Wellington Academy, Dubai, UAE |2011 - 2014**

* + - Administrative activities involving purchase of equipment, maintenance of procurement, housekeeping, safety, security, employee induction etc.
		- Contracts management.
		- Managing repair, maintenance and replacement of office equipment, appliances, furniture, furnishings, vehicles, building, etc.
		- Handling all local purchase for School maintenance and store.
		- Asset management of all site operations assets across multiple locations.
		- Administrative activities like general admin, verification of stationery stock, petty cash, courier, florist, pest control, housekeeping, etc.
		- Coordinating all School transport.

**Admin Assistant/ School resource in Charge**

**GEMS Royal Dubai School, Dubai, UAE | 2007 - 2011**

* + Handling all Administration duties to Administration Manager including other team members (Admin support)
	+ Check all inventory and inform Administration officer of
	+ purchase needed to collect the basic quotations and
	+ produces purchase order and follow up for delivery,
	+ checking and storing supplies Collect invoice and submits into accounts office.
	+ Prepare documentation for suppliers, Quotations, delivery notes and invoices to update internal data base and follow up the collection issues.
	+ Organize all necessary arrangements for meetings Principal / Managers.
		- Supervising All Cleaning and maintaining works and coordinating all manpower distribution.
		- Maintain filing systematically, up-to-date and ensure that every information is accurate prompt follow-up occurs where applicable.