



RAJEEVAN PULLUVANVALAPPIL

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SKILLS

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

EDUCATION

- B.Sc. Zoology
University Kerala, India
- Diploma in Computer Management
LBS Centre, Kerala

COMPUTER KNOWLEDGE

- MS Word
- MS Excel
- MS Publisher
- MS PowerPoint

LAUNGUAGES

- English
- Malayalam
- Hindi

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.

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.

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.

PROCUREMENT SOFTWARE:

ORACLE
DYNAMICS

REFERENCE

Reference will be provided as per the request.

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
- purchase needed to collect the basic quotations and
- produces purchase order and follow up for delivery,
- checking and storing supplies Collect invoice and subr 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.