



**SHIJU EAPEN**

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Location:Abudhabi Manama Centre 17

## **CAREER SUMMARY**

Dedicated and highly motivated personnel with 15+ years of experience, seeking challenging career with industries that provides opportunities for applying my knowledge to achieve organizations goals and enhancement of my career growth.

### **Personal details**

Marital Status	: Married
Religion	: Christian
Academic Qualification	: PDC M.G University, Kerala IOSH MANAGING SAFTY. MEDIC FIST AID OSHA HACCP LEVEL 3 FOOD SAFETY LEVEL 4 FOOD ALLERGY ONLINE TRAINING FOOD LEBELING e-Learning Course VACUMPACKING AND MODIFIED ATMOSPHERE PACKING OF THE FOOD
Computer Skills	: Word, Excel &PowerPoint.

### **Passport Details**

Passport Number	: V 8341893
Place of Issue	: Abu Dhabi
Date of Issue	: 18-11-2021
Date of Expiry	: 17-11-2031

### **Visa Status**

Visa Type	: Visiting Visa
Date of Issue	: 27.08.2024
Date of Expiry	: 25.10.2024

## **WORK EXPERIENCE**

### **Dec 2021 to dec 2023**

Position : Camp Boss

Employer : PSE Building Contracting

#### **Job Profile**

- Preparation of daily/monthly man days
- Bed allocation for incoming personnel as per Camp accommodation booking procedure.
- Supervising with Catering, Order Provision for all food items.
- Ensure the Quality of Food & Hygiene in the Camp as per Company standards, to provide for client and staff.
- Make sure that all location should have temperature chart, food samples health certificate.
- Ensure proper working (Collection& Delivery) of Laundry.
- Perform General Camp Administration office works and maintain up to date records/forms.
- Follow up of maintenance work.
- Ensure that a delicate part of the fridge is dedicated to sample foods which must be kept for 72 hours in accordance with the Company procedure.
- Conducting general routine Camp inspections.
- Organizing monthly Welfare Meetings.
- Supervise and take part in training staff, according to rules of HSE, Food Hygiene and Safety, HACCP, etc.
- Monitor the food line during the meal service.
- Ensure that the laundry schedule is carried out accordingly, instructing the local staff on how to use the various cleaning products regularly on a daily basis, draw to their attention the safety procedures during use.
- Keep a record and recap of the weekly menu agreed with the Client, duly signed by the Client and Camp Boss and sent to the main office, with all documents.
- Records of extra services and sales rendered to Clients, duly signed by the Client, reporting the number of budgeted projects or refer to object or person, in order to be invoiced.
- Maintain cold and dry stores in the location.
- Responsible for requests made to warehouse, stocking and stock checking in addition to cost control reporting and ensuring minimum stock quantities.

### **Dec 2019 to Aug 2021**

Position : Camp Boss

Employer : Royal Catering

Client : N M D C.

Project : Gasha Project.

#### **Job Profile**

- Preparation of daily/monthly man days.
- Bed allocation for incoming personnel as per Camp accommodation booking procedure.
- Supervising with Catering, Order Provision for all food items.
- Ensure the Quality of Food & Hygiene in the Camp as per Company standards.
- Make sure that all location should have temperature chart, food samples health certificate.
- Responsible for operational activities in the camp or rig under his supervision, ensuring the daily good management of the location.
- Providing Good Hygienic and Healthy food for client and staff.
- Ensure proper working (Collection& Delivery) of Laundry.
- Fill and keep record of administrative forms in accordance with the Company rules
- Follow up of maintenance work.
- Ensure that a delicate part of the fridge is dedicated to sample foods which must be kept for 72 hours in accordance with the Company procedure.
- General Camp Administration office works.
- Conducting general routine Camp inspection.
- Organizing monthly Welfare Meetings.
- Supervise and take part in training staff, according to rules of HSE, Food Hygiene and Safety, HACCP, etc.
- Monitor the food line during the meal service.
- Ensure that the laundry schedule is carried out accordingly, instructing the local staff on how to use the various cleaning products regularly on a daily basis, draw to their attention the safety procedures during use.

- Keep a record and recap of the weekly menu agreed with the Client, duly signed by the Client and Camp Boss and sent to the main office, with all documents.
- Records of extra services and sales rendered to Clients, duly signed by the Client, reporting the number of budgeted Projects or refer to object or person, in order to be invoiced.
- Maintain the cold and dry stores, responsible for keeping the keys.
- Responsible for requests made to warehouse, stocking and stock checking in addition to cost control reporting according to the rules made by the company, always ensuring a minimum stock quantity for each item.

### **Dec 2014 to 2019**

Position : Assistant 1 Camp/Catering Administration  
Employer : Petrofac Emirates LLC, Abu Dhabi  
Client : Zadco UAE  
Project : UZ 750 Project

### **Job Profile**

- Updating & controlling the Camp POB on daily basis.
- Preparation of daily/monthly man days.
- Bed allocation for incoming personnel as per Camp accommodation booking procedure.
- Supervising & coordinating with Catering Contractors.
- Controlling & supervising Security personnel.
- Ensure the Quality of Food & Hygiene in the Camp as per Company standards.
- Make sure that all location should have temperature chart, food samples health certificate.
- Arranging Stationery offices items.
- Providing Good Hygienic and Healthy food for client and staff.
- Ensure proper working (Collection& Delivery) of Laundry.
- Coordinating with Transport Department.
- Follow up of maintenance work.
- Inventory of Camp Assets.
- General Camp Administration office works.
- Conducting general routine Camp inspection.
- Monthly Ones conducting Welfare Meeting.

### **June 2010 to Dec 2014**

Position : Camp Administrator  
Employer : Petrofac Emirates LLC, Abu Dhabi  
Client : ADCO. UAE  
Project : J1-193 FFD Project, ASAB, UAE

### **Job Profile**

- Updating & controlling the Camp POB on daily basis.
- Preparation of daily/monthly man days.
- Bed allocation for incoming personnel.
- Supervising & coordinating with Catering Contractors.
- Controlling & supervising Security personnel.
- Ensure the Quality of Food & Hygiene in the camp as per company standards.
- Handling employee grievances.
- Ensure proper working (Collection& Delivery) of Laundry.
- Coordinating with Transport Department.
- Follow up of maintenance work.
- Inventory of Camp Assets.
- General Camp Administration office works.
- Proper filing of records relating to water & diesel consumption.
- Conducting general routine camp inspection.
- Property strategy.
- Space management.
- Communications infrastructure.
- Building maintenance.
- Testing and inspections.
- Building administration.

- EHS (environment, health, safety).
- Facility Maintenance planning.
- Managing renovations and refurbishments.

#### **May 2007 to May 2010:**

Position : Camp Boss

Employer : Al Waleed Catering Company – Oman

#### **Job Profile**

- Take full care of Catering operation at Central Kitchen or Various Locations.
- Providing Good Hygienic and Healthy food for client and staff.
- Prepare menu as per client requirement.
- Make sure that all location should have temperature chart, food samples health certificate.
- Provide training to the staff about personal hygiene and food safety.
- Housekeeping/General Maintenance functions; organizing proper maintenance & upkeep all moveable and immovable assets, including equipment, appliances and vehicles.
- Co-ordinating with premises owner for general maintenance for building. Evaluating the need for repair or replacement of worn-out or damaged items. Ensure quality standards are maintained.
- Staff Welfare functions; provide transport services to employees for commuting and beverages for refreshment.
- Travel/Hotel booking functions; arrange Domestic and international travel hotel reservation & arrange vehicles for visitors. Establish travel records and provide reports as and when required.
- To provide administrative support for events and attend events. On request organize internal events (get-togethers, team building events).
- Maintaining training records.
- Arranging stationery, other offices items purchase that are required for office maintenance.
- Responsible for the effective day to day functioning and operations of the HR & Admin. Dept.
- Setup of Site-Offices & Accommodation at Project Site.
- Responsible for labour management, attending grievances, labour camp arrangements etc.
- Verifying admin related invoices with supporting documents before sending the same for approval & payment.

#### **May 1996 to May 2007**

Position : Catering & Housekeeping Supervisor

Employer : Abu Dhabi National Hotels

#### **Job Profile**

- Take full care of Catering operation at Central Kitchen or Various Locations.
- Providing Good Hygienic and Healthy food for client and staff.
- Prepare menu as per client requirement.
- Make sure that all location should have temperature chart, food samples health certificate.
- Provide training to the staff about personal hygiene and food safety.