



CONTACT

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-  Date of Birth: 15/04/1967
-  Languages Known: English, Hindi, Malayalam

EDUCATION

- Bachelor of Arts (BA)
Calicut University, Kerala
- Diploma in Computer Applications

PASSPORT DETAILS

- Passport Number: Z6106943
- Passport Issue Date: 06/19/23
- Passport Expiry Date: 06/18/33

SHAJAN VARGHESE

CAMP ADMINISTRATOR

PROFESSIONAL SUMMARY

Accomplished and detail-oriented Camp Administrator and Security Management Professional with over 15 years of experience in overseeing camp operations, ensuring safety and security, and fostering a positive and harmonious living environment. Expertise in coordinating staff logistics, accommodation allocations, facility management, and implementing efficient safety measures. Strong background in budget management, risk assessment, incident investigation, and conflict resolution. Adept at managing large-scale operations with a focus on staff welfare, security protocols, and operational excellence. Proven track record of enhancing operational efficiency, optimizing resource utilization, and improving team morale.

WORK EXPERIENCE

Space Rock Resort, Kalpetta Wayanad

Roll: Manager:

1 October 2024

Overseeing daily activities of the whole property
Monitoring the duties of Front office, housekeeping,
Restaurant, Maintenance staffs, handling of accounts,
GST filing, Liaison with Local authorities, Event
Management teams, Suppliers and Online Agents etc.

- **Al Hamra Construction Company LLC | RAK, UAE**

Aug 2008 – Oct 2011

ROLE : Camp Administrator

- Managed daily camp operations, including overseeing staff logistics, accommodation allocations, and ensuring compliance with company safety and quality standards.
- Conducted regular facility inspections and audits to identify and resolve maintenance issues, ensuring a high standard of living conditions for all camp residents.
- Developed and implemented emergency response plans and safety drills, preparing personnel to handle potential crises effectively.
- Coordinated catering and meal services, ensuring the health and well-being of camp residents by addressing dietary needs and promoting good nutrition.
- Managed camp budgets and financial reporting, ensuring cost-effective management aligned with project financial constraints.
- Supervised and mentored camp staff, focusing on professional development and continuous improvement to maintain high operational standards.

RAK Ceramics

Nov 2007 – Jul 2008

ROLE : Safety and Security Supervisor / Assistant Facility Manager

- Ensured compliance with safety rules among construction and factory workers, promoting the use of Personal Protective Equipment (PPE) and ensuring safe working practices.
- Motivated employees about their social responsibilities and compliance with safety standards.
- Conducted regular safety audits, provided recommendations for improvements, and ensured adherence to safety protocols.

Kerala Police | District Headquarters, Wayanad, Kerala

ROLE : Sub Inspector of Police: Jan 1995 – Oct 2007 Nov.2011 to April 2023

- Managed law and order in the district, working as the District Nodal Officer for various social policing activities, including the Student Police Cadet project and HOPE Project.
- Conducted training sessions for instructors and teachers, monitoring the activities of various units to ensure alignment with state directives.
- Managed office administration tasks, including report preparation, fund utilization tracking, and maintaining records.
- Worked as Quarter Master Store In-Charge, overseeing material movement, inventory management, and periodical inspections of government properties.
- Administered the Central Police Canteen, managing daily operations, stock verification, and staff attendance.

KEY SKILLS AND COMPETENCIES

- **Camp Management & Operations**
 - Oversee daily camp operations to ensure compliance with company safety and quality standards.
 - Efficiently manage staff logistics, accommodation allocations, and resource utilization.
 - Organize and execute recreational and team-building activities to boost staff morale.
- **Security & Safety Management**
 - Expertise in CCTV monitoring, crime prevention, and risk assessment.
 - Conduct regular safety audits, incident investigations, and enforce security protocols.
 - Develop and implement effective emergency response plans and safety drills.
- **Budget Management & Financial Reporting**
 - Manage budgets for camp operations, ensuring cost-effective practices.
 - Coordinate financial reporting, track expenses, and align spending with project constraints.
- **Staff Training & Development**
 - Train, mentor, and develop camp staff to ensure operational excellence and continuous improvement.
 - Focus on maintaining high professional standards through staff development initiatives.
- **Communication & Liaison**
 - Serve as the primary liaison between camp residents and company management.
 - Effectively communicate operational needs and address staff concerns to enhance efficiency.