

SANDEEP KUMAR MEENA

DIC, DUBAI Sandeepmeena505@gmail.com • Mob: 0508398243

PROFESSIONAL EXPERIENCE

SOBHA CONSTRUCTIONS LLC.

Dubai, UAE

Accommodation Officer

2021-Present

Manage labor camp accommodation which involves cleaning, maintenance, safety & security, daily checking, and provide accurate daily & monthly reports.

- Ensure discipline in the camp and to follow company/camp policies.
- Report workers staying in the camp/not reporting to duty on daily basis to HR/Admin along with the valid reason on each case.
- Daily camp checking, staff total details, daily reports & monthly reports sent to HR/Admin Department.
- Handle all location of rooms for new coming/vacating staff.
- Keeping updated records of all labors staying in accommodation.
- Responsible for the clearance of sewage water and garbage disposals.
- Handle immediate first aid and inform HSE/doctor in case of emergency.
- Report accident/incident of staff to HR/Admin Department for necessary immediate action.
- Ensures timely ordering and maintenance of inventory of all camp supplies, tools, and equipment necessary for the maintenance and operation of the camp facilities.
- Coordination with HR Admin. Dept. for new arrivals/departures, distribution of company letters, Emirates ID and Medical schedule etc.
- Supervision for Housekeeping (cleaning of toilets, corridors, surrounding etc.)
- Arrange Pest Control.
- Monitor/checked firefighting system.
- Arrange payments of utilities such as FEWA.
- Spearheaded a

IT FIELD ENGINEER

Jaipur, India

Partap Technocrats Pvt Ltd.

2019-2021

- Maintaining the internal system by updating the software and hardware and keeping a backup of the system in case of a crash.
- Maintained the desktop computer installed new hardware and software according to need of the client.
- Documenting processes and logging tickets for open work
- Supporting employees with all sites of issues
- diagnosing hardware fault and escalating specialist problems and solutions
- Install new system and technology.
- Organize group meetings and seminars at the headquarters location.
- Manage remote working teams.
- Setting up new computers and email addresses
- Installing testing maintaining and changing hardware, software

EDUCATION

SHREE JAGDISH PRASAD JHABARMAL TIBREWALA UNIVERSITY

Rajasthan, India

Bachelor of computer application; Information Technology

2013-2016

ADDITIONAL INFORMATION

- Microsoft Office 365, Outlook, Windows Troubleshooting, Operating system, Purchase Administration
- Technical support, Customer services, Mobile application skills, Hardware & Software Support ticket
- Wireless Switch/Routers system installation & maintenance, Hardware management.