

MOHD SHAHABUDDIN

AL Satwa, Dubai, UAE

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APPLYING FOR THE POST OF STAFF QUARTER IN-CHARGE.

I having 13 year's of experiences in the area of Hospitality industry as a Staff Accommodation Supervising, Including Engineering and Maintenance experience along with valid UAE driving license.

I am seeking assignments as an Accommodation / Housing Manager or Supervisor or Staff Quarter In-Charge with leading organization. To associate myself with a progress organization in Service Industry where I can prove my skills & utilize them in the larger interest of the organization.

WORKING EXPERIENCE

- Presently working in Jain Group as a Facilities Executive from Dec 2022 to till date. (India)
- Worked with R.Hotels Accommodation as a Staff Accommodation Supervisor from Nov 2020 to Nov 2022 (Dubai, UAE).
- Worked with Ramada Downtown Dubai as an AC Technician from Sep 2017 to Nov 2020 (Dubai, UAE).
- Worked with LG Authorized Service Center (S. N. Enterprise.) as an AC Technician from Oct 2012 to Aug 2017 (India).
- Worked with Pelican Associates Pvt. Ltd as an AC Technician from Jan 2011 to Sep 2012 (India).

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RESPONSIBILITIES MY POSITION IN UAE

- **Handling staff accommodation / housing requirements.**
- **Supervise day-to-day running operation. Check daily digital complaints or issues by associates.**
- **Maintain confidentiality of proprietary information protect company assets. Support all co-workers and treat them with dignity and respect.**
- **Coordinate with manager or HR department regarding the accommodation requirements.**
- **Assist the driver airport pick up of arriving employee and sending of departing employee. Arrange rooms for new associates as per the SOP.**
- **The starter pack is been prepared for them prior to their arrival.**
- **All new associates are shown around the associate accommodation .**
- **All aspects of the accommodation are met that accommodation is clean, well maintained and attractively. maintain hygiene, health and safety regulations.**
- **Provide instruction and /or guidance for associates safety in fire or other emergency situation.**
- **Report incidents in the accommodation immediately to the Accommodation Manager or HR Department.**

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- **Process and register associates visitor in and out of the Staff Accommodation.**
- **Arrange repairs a speedy resolution to any problems that may arise on shift.**
- **Support team to reach common goals. Comply with quality assurance expectations and standards.**
- **Supervise all aspects of the associates accommodation to maintain appropriate living standards.**
- **Liaise with contractors, vendors and third party suppliers on housing issues or inquires, complaints regarding maintenance, pest-control, sewerage, water tank cleaning etc in a timely manner.**
- **Handle all room move requests as per hotel policy. Report all comments and complaints in a timely basis to Accommodation manager or HR Department.**
- **Maintain files on all apartments to include full apartment inventory, maintenance records and loss/damage reports.**
- **Assist with the exit formalities of colleague leaving the services of the hotel and leavers clearance should be completed.**
- **Inspects all linen, utensils used by employees. Maintains the employee notice board.**
- **Conducts inventories of linen, supplies and equipment as required.**

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- Inspections to ensure that all aspects of the accommodation meet hygiene and health and safety regulations.
- Monitor and maintain a high level cleanliness in rooms, storage areas, linen rooms, office, laundry, restrooms and public area.
- Over all maintenance and cleanliness of associates accommodation is maintained by carrying out regular spot checks.
- Regularly monitors the washer/drier, refrigerator and other equipment, furniture and fixtures.
- Maintain room quality as per check list.
- Full housing inventories are checked prior to the departure of any associates.
- Order and receive supplies so as to maintain adequate inventory level.
- Follows up with the purchasing on pending items related to the staff accommodation.
- Accommodation rules are adhered to by all associates.

PROFESSIONAL QUALIFICATION

- Completed Graduation from IGNOU SY:2017-2020.
- Certificate in Facilities Management from ALISON.

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- **Certificate in Refrigeration & Air-Conditioner from Don Bosco Technical Institute in 2016.**
- **Certificate in RAC, Refrigerator and Washing Machine from GODREJ in 2016.**
- **Certificate in Electrical from Don Bosco Tech in 2016.**
- **Certificate in Trade from Father Agnel Training Institute in RAC 2014 .**

COMPUTER SKILL

- **Operating System : Windows 98, 2000 Pro, XP, Window Vista, Windows 7 & 8.**
- **Software Program : CAFM and CMMS.**

LANGUAGES PROEFICIENCY

- **English : Speak, Read, Write**
- **Hindi : Speak, Read, Write**
- **Arabic : Speak a Little bit and Read.**

PERSONAL STRENGTH

- **Hard working, dynamic and self motivated.**
- **Having strong desire to succeed through honesty.**
- **Ambitious & highly committed in completing any given project.**
- **Flexible and adaptable to changing organizational environment.**

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PERSONAL DETAILS

- **Date of Birth** : 29TH April, 1989.
- **Gender** : Male
- **Nationality** : Indian
- **Father Name** : Lt Md Reazuddin
- **Civil Status** : Married
- **Driving licence** : Valid (UAE)
- **Passport No** : P9001920
- **Date of Issue** : 28/03/2017
- **Date of Expiry** : 27/03/2027
- **Place of Issue** : Kolkata (india)

Md Shahabuddin
Applicant

I declare that the above information is correct and true to the best of my knowledge and efforts.