



MANOJ KUMAR . M

DUBAI, UAE.

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Carrier Objective:

A challenge position in a progressive mid to a large size company, where I could utilize my knowledge (experience and Education), to capture new opportunities and career improvement.

KEY SKILLS AND COMPETENCIES:

Professional:

- Highly organized and detail-oriented.
- Strong knowledge of cleaning process and procedure
- Resolving problems using good judgment.
- Can work well in stressful, high pressure situations.
- Superb manual dexterity and able to operate all necessary equipment.
- Ability to make progress on multiple assignments under time constraints.
- Motivated and enthusiastic team player and leader
- Good time management
- Positive attitude
- Hardworking
- Willing to stretch extra hours to complete assigned work

Personal:

- Physically fit and able to frequently bend or squat while completing duties.
- Always having a professional appearance and attitude.

Professional Experience:

SOFT SERVICES MANAGER-UNIVERSITY OF DUBAI (SEPTEMBER 2020 TO PRESENT)

DUTY Manager (Soft Services)-SERCO ,DWTC-COVID-19 Hospital DUBAI. (APRIL 2020 to AUGUST 2020)

Operations supervisor -Al-Ain Hospital ,ABUDHABI, UAE.

(FEB- 2019 to MARCH 2020)

SOFT services Manager- MEDCARE HOSPITAL,DUBAI,UAE

(JUNE-2017-JAN-2019)

➤ HOUSEKEEPING SENIOR SUPERVISOR - ADN H COMPASS ME LLC - ABUDHABI ,UAE
(April 2016 to 2017 May)

➤ OPERATIONS SUPERVISOR – SAUDI HEALTH COUNCIL – RIYADH – SAUDHI ARABIA(2014 to 2016)

➤ SUPERVISOR – FACILITY SERVICES – ISS CONTRACT – NATIONAL UNIVERSITY HOSPITAL SINGAPORE (2008 to 2013)

ROLE:

- Managed 440 multi nationalities of cleaners / Messengers / porters and 16 Supervisors.
- Ensuring that the standard of KPI is carried out by the team in each department.
- Preparing KPI's Monthly report.
- Performing daily inspection within the vicinity of the unit and make reports.

- Attending client meetings, conducting meeting with the senior staff level to ensure the smooth functioning of daily cleaning and maintenance activities.
- Implementing checklist and documents as per Clients requirements.
- Responsible for rectifying non compliance with prompt active response.
- Rectifying staffs issues and grievances.
- Serve as a leader in special task (Floor crystallization, Floor polishing)
- Organized Deep cleaning Team
- Preparing weekly, monthly and quarterly deep cleaning schedule.
- Updating on site daily man power, responsible for necessary staffs movement.
- Planning, organizing and directing team members to ensure the highest degree of guest satisfaction.
- Schedule and train all new housekeeping staff members and preparing the yearly training program schedule for all hk staffs.
- Uphold the highest standards of cleanliness, safety, and conduct.
- Determines and maintains the department work schedule used to notify staff of upcoming events and ensure proper preparation and staffing for each event.
- Ensures the proper maintenance of all equipment; makes arrangements for repair and/or replacement of used and damaged equipment.

EDUCATION QUALIFICATION:

BACHELOR OF ARTS IN ECONOMICS	UNIVERSITY OF MADRAS - INDIA
DIPLOMA IN COMPUTER APPLICATION	NIIT MADRAS -INDIA

PERSONAL DETAILS:

NAME : Manoj Kumar

NATIONALITY : Indian

Date of Birth : 19/12/1975

RELIGION : Hindu

GENDER : Male

MARITAL STATUS : Married

PASSPORT NO. : N7684714

EXPIRY DATE : 14/03/2026

VISA STATUS : Employment Visa (Transferable)

LANGUAGE KNOWN : English, Hindi, Tamil, Malayalam, Telugu and Basic Arabic



I hereby certify that the above mentioned facts are true and correct to the best of my knowledge and belief.

Applicant Name:

Manoj Kumar