



PERSONAL INFORMATION

Name : SHIHABUDIN K
Date of Birth : DEC 12, 1975
E-mail Address : shihabudin2020@gmail.com
Passport No. : NO954956
Cell Number : +971 52705018/8
Visa Status : Employment visa
Valid Till : NOV 2021

SUMMARY

Dynamic and hard-working As a **Camp Boss** with Seven years of experience in keeping records of the time the employees spend at work; with solid knowledge of the policies and regulations in the field and with the ability to establish and maintain strong relations with employees. Responsible for the implementation of the camp programs as designated by the Accommodation Officer.

SKILLS:

- ☐ Efficient in collaborating with others
- ☐ Solid knowledge of the policies and regulations in the field
- ☐ Ability to establish and maintain strong relations with employees
- ☐ Capable of coordinating and supervising a working team
- ☐ Ability to work well in a fast-paced environment
- ☐ Deep knowledge of the methods and techniques used in the field
- ☐ Motivated and Hard working
- ☐ Creative Problem Solver

EXPERIENCES:

1. Company Name: AL MUHAIDIB CONTRACTING

Country Name: KSA

Designation: Camp Boss

Duration: 2006 – 2009



2. Company Name: Deira tech contracting

Designation: Camp Boss

CAMP: Ajman

Duration: From 2011 to 2013

Country Name: UAE AJMAN

Designation: Camp Boss

3. CHIEF CONTRACTING LLC

Designation: Camp Boss and All Camp coordinator



4. Duration: 2018 To Till

RESPONSIBILITIES

- Assign cost code to champions.
- Daily update badge scan unit process in track and employees badge in/out report.
- Record update on daily, weekly, and monthly basis of employees staying in camp accommodation.
- Complaints verify and should be resolve on same time.

SHIHABUDIN K

- To keep inform higher management Inspection on daily basis in Camp □ Canteen regarding food quality and cleaning.
- Rooms allotments as per company policy and procedure.
- Arrangements of accommodation for new employees.
- Inspection camp rooms on daily basis to keep inform HR department. □ In case of emergency, provide first aid treatment either arrange □ Transport to send hospital.
- Inspection and monitoring for Housekeeping works.
- Cleaning
- Repair & Maintenance □ Miscellaneous repair.
- Record of accomplishment of Water Supply tankers to delivery well on time.
- Co-ordination with Administration for new arrivals / departures.
- Request materials for camp on time.
- Contacts with suppliers for food materials delivery on time.
- Responsible for keeping records of the employee's time at work
- Compiled the employee's time records with the use of a calculator
- Verified the timesheets or work charts for completeness
- Calculated the time worked and the overtime of employees
- Checked the time sheets in order to detect and to correct payroll errors
- Receiving daily time sheets from supervisor, Foremen general foremen

EDUCATION



High School (Board of Government of India Kerala - year 1991)

COMPUTER PROFICIENCY

MS-OFFICE especially on EXCEL and WORD, ESS, Oracle

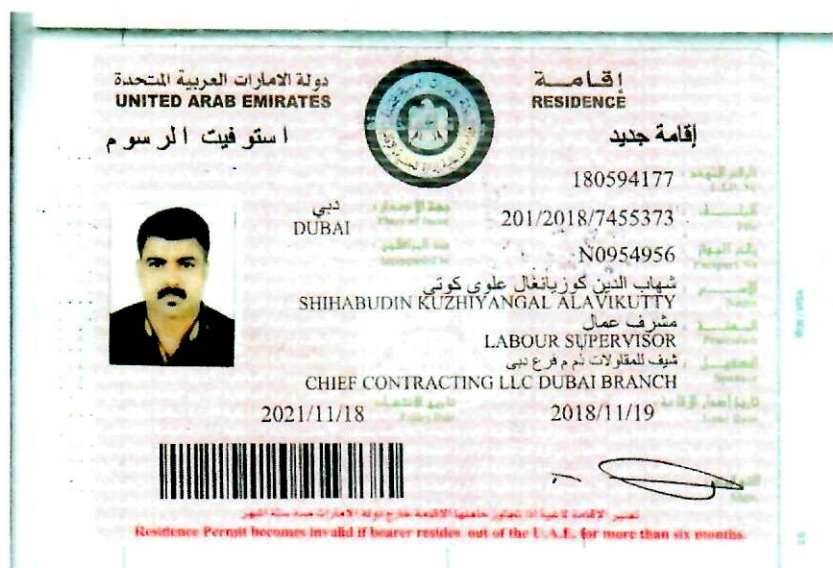
LANGUAGES AND KILLS

➤ English	Speak & Write & Read	Good
➤ Arabic	Speak & Write & Read	Excellent
➤ Hindi	Speak	Excellent
➤ Tamil	Speak	Good
➤ Malayalam	Speak & Write & Read	Excellent
➤ Driving License	UAE and INDIAN	Valid



Shihabudin Alavikutty
Camp Boss
ID # 2148

Issued Date: 28/10/2018
Expiry Date: 01/01/2023



دولة الامارات العربية المتحدة
UNITED ARAB EMIRATES
استوفيت الرسوم

إقامة
RESIDENCE
إقامة جديد

رقم الهوية: 180594177
الجنسية: 201/2018/7455373
رقم المقيم: N0954956

شهاب الدين كوزيانغال علوي كوتي
SHIHABUDIN KUZHIYANGAL ALAVIKUTTY
مشرف عمل
LABOUR SUPERVISOR
شيف للمقاولات ليم فرع دبي
CHIEF CONTRACTING LLC DUBAI BRANCH

2021/11/18 2018/11/19

Residence Permit becomes invalid if bearer resides out of the U.A.E. for more than six months.

SHIHABUDIN K

DECLARATION

Here I am kindly declared that the above-mentioned details all are true in the best of my knowledge and believe.

SHIHABUDIN K

0527050188 0555827256 (WhatsApp)