

## SHIHABUDIN K



### PERSONAL INFORMATION

**Name** : SHIHABUDIN K  
**Date of Birth** : DEC 12, 1975  
**E-mail Address** : [shihabudin2020@gmail.com](mailto: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

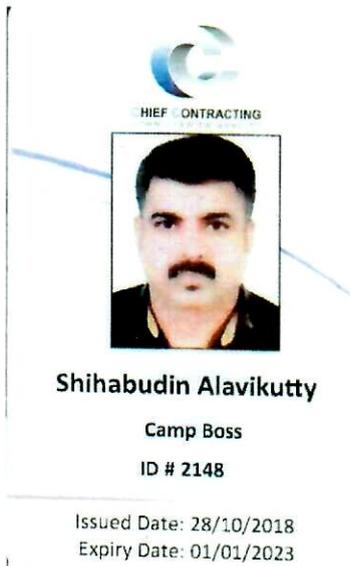
**High School** (Board of Government of India Kerala - year 1991)

### COMPUTER PROFICIENCY

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

### LANGUAGES AND SKILLS

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

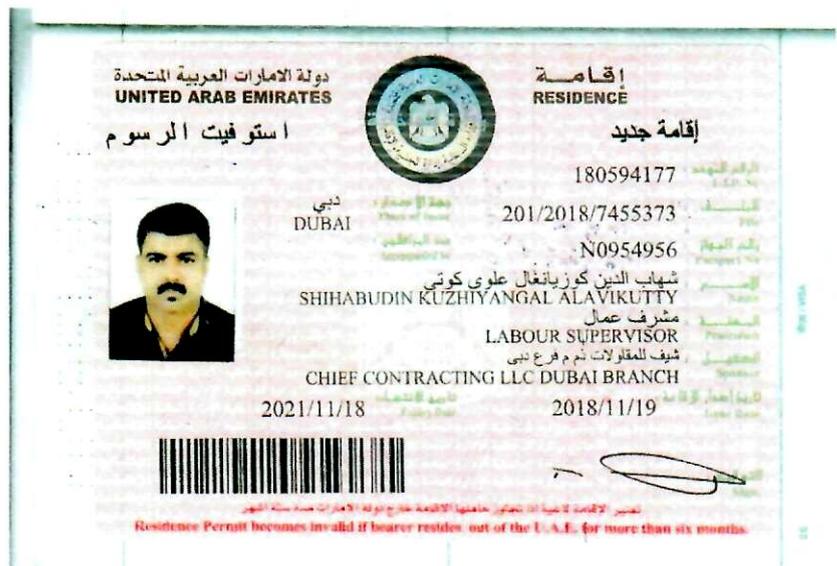


**CHIEF CONTRACTING**



**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

180594177

دبي  
DUBAI

201/2018/7455373

N0954956

شهاب الدين كوزيانغال علوي كوتتي  
SHIHABUDIN KUZHIYANGAL ALAVIKUTTY

مشرف عمال  
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)