

CURRICULUM VITAE

SHIDEEP THEKKUMCHERY

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12 YEARS WORKING EXPERIENCE

- **Senior Operations Supervisor.**

Ejadah Asset Management Group, Abu Dhabi, UAE. (03/2016 – Present)

Cooperate Clients: Hudayriat beach, KidZaina, Abu Dhabi Executive Council Office, Emirates International Endurance Village, Environment Agency, Ministry Education, Abu Dhabi Food Control and Safety Authority, Abu Dhabi School of Government, ADIB, Abu Dhabi Chamber and Khalifah Fund.

Duties and Responsibilities

- Client and customer retention and satisfaction.
 - Comply with Company and statutory regulations relating to safe systems of work, health & safety, hygiene, cleanliness, MSDS and COSHH
 - To deliver a consistent level of service across site Soft services, within the Company's standards, to the contract specification and agreed KPI performance, qualitative and financial targets.
 - Oversee day to day running of Site Soft Services in respect of Hospitality, Cleaning, Contract Procurement & Housekeeping.
 - Assume full responsibility for management of soft services against contracted scope of works.
 - Reporting on SLAs and delivering action plans to ensure that SLAs are met/exceeded.
 - Development of a soft services improvement plan for each service.
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- **Senior Supervisor, Supervisor, Team Leader, Facilities coordinator**

NCSF, Abu Dhabi, UAE (11/2007 – (02/2016)

Cooperate Clients: Supreme council for national security (Presidential Palace), Departments of Transport, Emirates Identity Authority.

Duties and Responsibilities

- Manage the day to day on-site operation which includes cleaning, Hospitality and sub-contractors
- Supervise the workforce, ensuring that managers deliver their specific services within the agreed budget and standards
- Ensuring that delivery is of the highest quality with a significant emphasis on service excellence
- Ensure that the standards of compliance, health & Safety and hygiene are to the Company and Client standards at all times.
- Monitor the performance of the site team (Team Leaders, office boys and cleaners) and propose disciplinary action as and when required
- Ensure all required document are available and up to date for any internal or external audit.
- Prepare the monthly / periodical Reports (requested by the client).
- (In coordination with the site Admin) Raise the required PRs for required services / material.
- Follow up with the Procurement Department to ensure on time delivery of items and services.
- Ensure availability of stock for all cleaning items, tools, equipment and consumables in the store
- Monitor the consumption of the cleaning items / consumables and ensure that consumption is within the agreed budget.
- Keep a record of the actual consumption and propose cost cutting/control initiatives.
- Attend client meetings, site joint inspection and inquiry, report findings and raised issues propose action plan, follow up, report progress and completion.
- Prepare / draft quotation for variable works for the site manager signature/approval.
- Follow up with the client to obtain approval for variable works.
- (Upon approval from the client) follow up with services providers to ensure proper and timely delivery.
- Coordinate with MEP team to ensure smooth integrated FM services delivery.

PROFATIONAL QULIFICATION

- Bachelor Program in Hotel Management
- Diploma In Hotel Management
- BICS Training Completed
- HACCP Certificate

- Essential Food Safety Certificate.
- M.S. office (M.S Word, Excel, Power point)
- DTP (Photoshop, Coral Draw, PageMaker) and Internet.

DRIVING LICENSE

UAE AUTOMATIC LIGHTY VEHIELE LICENSE

DATE OF ISSUE : 24/ 9/ 2014

DATE OF EXPIRY : 23/ 9/ 2024

PLACE OF ISSUE : ABUDHABI

LANGUAGES KNOW

Languages	Speak	Read	Write
English	Yes	Yes	Yes
Hindi	Yes	Yes	Yes
Arabic	Yes	Yes	Yes
Malayalam	Yes	Yes	Yes
Tamil	Yes	No	No

PERSONAL INFORMATION

Date of birth : 24/ 02/ 1984
 Nationality : INDIA
 Current Location : Abu Dhabi, UAE
 Notice Period : 1 Month
 Religion : Muslim
 Marital status : Married
 Visa status : Free zoon visa
 Father Name : T.K.K.Chekku
 Mother Name : Abitha

PASSPORT DETAIL

Passport No : L 1542374
 Place of issue : Cochin
 Date of issue : 18/ 07/ 2013
 Date of Expire : 17/ 07/ 2023

