

HAJA NAJIMUDEEN

Mobile No: 0551069614

hajanajimudeen786@gmail.com

International city Persia cluster

Dubai, UAE.



**For: Cleaning Supervisor/
Security Guard/Office Assistant.**

OBJECTIVE

To pursue a job that offers rewarding challenge and unlimited opportunities for growth that makes a lasting contribution to my organization through my skills, experience & hard work. Pursuing a career with an organization that would effectively utilizes and develops my educational background and abilities while nurturing my professional growth.

EXPERIENCE

- **Worked as Security Guard for 8 years with Bu-Haleeba Real Estate**
From 14/09/2008 to 10/11/2015

Duties and Responsibilities

- Protect company's property and staff by maintaining a safe and secure environment
- Observe for signs of crime or disorder and investigate disturbances
- Act lawfully in direct defense of life or property
- Apprehend criminals and evict violators
- Take accurate notes of unusual occurrences
- Report in detail any suspicious incidents
- Patrol randomly or regularly building and perimeter
- Monitor and control access at building entrances and vehicle gates
- Watch alarm systems or video cameras and operate detecting/emergency equipment

- **Worked as Cleaning Supervisor in Clean co Cleaning Services L.L.C**
From 10/06/2005 to 07/07/2007.

- Ensure cleaning staff carry out their duties to the required standards through a monitoring program
- Monitor and complete accurate registration of attendances and the rescheduling of cleaning staff to cover absences
- In conjunction with the Site Services Manager achieve fair distribution of duties, which may include redeploying cleaning assistance where necessary
- Take responsibility for making all cleaning assistants aware of and familiar with the correct use of all equipment and materials
- Ensure a timely stock re-ordering process is in place, looking at best value for the Organization.
- Promote Health and Safety within the team and raise awareness amongst all staff of appropriate Health and Safety Regulations
- Take responsibility for the cleaning of a prescribed area of the Building.
- Produce reports and meet regularly with the Site Services Manager to discuss the provisions and effectiveness of the service
- In conjunction with the Site Services Manager, carrying out performance reviews and appraisals

- In line with the sustainability policy ensure effective and economical use of equipment and materials
- Ensure a reporting system is in place for notifying building and furniture defects to the Site Services Manager
- To participate in the performance development review process
- To actively support equality, diversity and inclusion policies of the organization.
- Work in line with the expected behaviors as outlined in the organizational strategic framework.
- Any other duties commensurate with the post.

➤ **Worked as an Office Assistant in Etisalat in Alain UAE**

From 15/04/2002 to 05/02/2005.

Duties and Responsibilities

- Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information.
- Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
- Maintains equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation; monitoring and purchasing meter fund
- Serves customers by backing-up receptionist; answering questions; forwarding messages; confirming customer orders; keeping customers informed of order status.
- Updates job knowledge by participating in educational opportunities.
- Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

SKILLS

- Excellent knowledge of customer service.
- Good communication and interpersonal skills.
- Team player and problem solver.
- Ability to work in a high-pressure and adjust with new team.
- Good client --relationship skills, excellent phone communication skills.
- Ability to work in a high-pressure.
- Self confident, patient, helpful, friendly, flexible, mature
- Punctual, hard worker, well ground and sociable...

STRENGTH

- Positive attitude
- Smart worker
- Ability to accept challenges quick learner

EDUCATION

- Secondary School Leaving Certificate.

Personal Details

- **Nationality** : Indian
- **Date of Birth** : 07/12/1973
- **Sex** : Male
- **Marital Status** : Married
- **Religion** : Islam
- **Visa Status** : Visit Visa (Valid Till :05/01/2017)
- **Languages Known** : Arabic, English, Hindi, Tamil & Malayalam.
- **Passport number** : N5911147
- **Date of expiry** : 28/01/2022

REFEREES

- Will be provided if require

Declaration:-

I hereby declare that the above mentioned information is true and correct. I also assure that if I am appointed, I shall discharge my duties assigned by you earnestly and satisfactorily.

HAJA NAJIMUDEEN