

Faisal pervez

Address Dubai, United Arab Emirates

Phone 052-7175710

Email Faisalbuttdina@yahoo.com

Current Visa Status UAE visit visa valid till Jan 13,2023

Passport Expiry Date March 17,2029

Date of Birth Nov 1, 1986 Pakistan



Professional Summary

Self-motivated, socially active and hardworking individual who has a true global perspective and a vision to learn, understand and share his personal experiences.

Work Experience

01/2022 to 08/2022

Imdaad Facilities Management Dubai

Accommodation In Charge

- Responsible for the running and supervising Staff accommodation and ensure the safety and hygiene of camp premises including the coordination of all activities in a large and cultural diverse staff accommodation, covering a wide range of interpersonal and logistical activities
- Accommodating all new joiners and ensuring awareness of regulations. Ensuring that camp premises have adequate first aid & cleaning materials
- Coordinating emergency response activities and maintaining a high standard of welfare.
- Assigning cleaning team their duties, inspecting work for conformance to prescribed standards.
- Responsible for Inventory and record & stores.
- Responsible for the effective cleaning of the kitchen and all its corresponding areas, the dining area and stores, in accordance with the food Hygiene and Safety rules.
- Assisting HR department in on boarding process of new joiners.

Receiving/Exiting company staff in company provided vehicle.

- Ensuring company provided vehicle in in good condition
- Conducting random inspection and ensure alertness by accommodation security services.

07/2019 to 09/2020

Deyaar Facilities Management Dubai

Camp Boss

- Responsible for the running and supervising Staff accommodation and to ensure the safety and hygiene of camp premises including the coordination of all activities in a large and cultural diverse staff accommodation, covering a wide range of interpersonal and logistical activities
- Accommodating new joiners and ensuring awareness of regulations, HSE and policies reporting their absence from work.
- Ensuring that camp premises have adequate first aid equipment
- Coordinating emergency response activities and maintaining a high standard of welfare, cleanliness, hygiene and security
- Responsible for Inventory and record & stores.
- Assigning cleaning team their duties, inspecting work for conformance to prescribed standards.
- Responsible for the effective cleaning of the kitchen and all its corresponding areas and stores
- Receiving/Exiting company staff in company provided vehicle.
- Ensuring company provided vehicle in in good condition

11/2015 to 04/2019

Transguardgroup Ilc Dubai

Accommodation Supervisor

- Managing and coordinating maintenance and repairs on camp facilities through online CAFM system including plumbing, painting, carpentry, cleaning, and electrical jobs of accommodation.
- Reporting online daily water & electric meter readings and daily headcount of Accommodation.
- Employs and supervises staff to operate dining facilities, supervising housekeeping staff.
- Ensuring catering provided to staff is up to the standards.
- Assuming responsibility for maintaining standard first aid supplies e.g. Isolation room
- Raising incident report with respect to vandalism, Police and other related issues.
- Arranging transport for staff shifting, repatriation & medical related issues.

10/2012 to 10/2015

Transguardgroup Ilc Dubai

Security Officer

- Patrolling and securing the area
- Monitoring and analyzing CCTV camera footage
- Protecting the company's assets relative to theft, assault, fire and other safety issues
- Responding to alarms and emergencies
- Communicating any irregularities with management
- Keeping an incident report record
- Following procedures for various initiatives including fire prevention, traffic control and accident investigation

Checking visitors in and out of the area.

- Escorting visitors around the premises
- Ensuring compliance with government regulations

Dealing customers on reception area

Education

2006 - 2008

University of Punjab Lahore

Bachelor in Commerce

Languages

English — C1

Urdu — C2

Hindi — C2

Additional Skills

- Supervision
- Outlook
- Ms Office
- Fire Warden Training
- First Aid/CPR Training
- UAE Driving License Cat-3 valid till 2025