

RESUME



RAJASHEKHAR DARA Contact:
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CAREER OBJECTIVE:

A highly dedicated and goal driven professional dealing with multicultural customers and performing under work pressure. Seeking to land a job where potential skills will contribute to organization's success.

PROFESSIONAL EXPERIENCE

- Worked at **AL KHARABASH** facility management group of company **EURO** clean at **AI FUTTAIM** as a **CLEANING SUPERVISOR** DEC 14th 2017 to 2020 tile now DUBAI
 - Client interaction Daily routine joint inspection with client in the Mall internal external passengers facing facilities toilets, Quality Auditing.
 - Attend to customer complaints and follow the 'Lost and found' procedures.
 - Monitor project cleaning and facility work order closing on time with Help desk.
 - Plan, Schedule, and Organize work to ensure proper coverage building toilets, public area, , proper staff allocation.
 - Conduct pre-shift meeting and review all information pertinent to the activities
 - Prepare monthly inventory report as per operational requirement

- Ensure all staff is properly trained and have the tools and equipment's needed to effectively carry out their respective job duties

- Reporting to Zone Manager

- Working at **Hamad International Airport Qatar Airways- Ferrovia-Facilities Management and Maintenance Company (FMM)** as a **CLEANING SUPERVISOR** from **JAN 4th 2013** to FEB 28th 2017 QATAR

JOB RESPONSIBILITIES

- Client interaction Daily routine joint inspection with client Airport terminal internal external passengers facing facilities toilets boarding gates, Quality Auditing.
 - Attend to customer complaints and follow the 'Lost and found' procedures.
 - Monitor project cleaning and facility work order closing on time with Help desk.
 - Plan, Schedule, and Organize work to ensure proper coverage terminal building toilets, public area, lounges, proper staff allocation.
 - Conduct pre-shift meeting and review all information pertinent to the activities
 - Prepare monthly inventory report as per operational requirement
 - Ensure all staff is properly trained and have the tools and equipment's needed to effectively carry out their respective job duties
 - Reporting to Zone Manager
- Working at **Hamad International Airport Qatar Airways- Ferrovia-Facilities Management and Maintenance Company as a house keeping team leader**

- Worked at **Nikhilsai Three Star Hotel as CLEANING TEAM LEADER at HYDERABAD. EDUCATION QUALIFICATION:**

- Higher Secondary Certificate from S.S.R College (Nizamabad).
- Secondary School Certificate from ZPHS (Hyderabad).
- Certified with M.S Excel from S.S.R College (Nizamabad).
- Certified with "C Programming" from S.S.R College (Nizamabad).
- Participation in School games of federation in Netball.
- FIRE and Fast aid safety training certificate government of India Baharat technical center NIZAMABAD

TECHNICAL SKILLS:

- **Operating system:** MS-DOS, Windows 98, 2000, XP, 7, Vista
- **Application Software:** Microsoft office package, Internet Explorer

ACHIEVEMENTS:

I have to get **Best Employee Award** from **Hamad International Airport** (Facilities management and Maintenance Company-FMM) as Janitor on Feb 2015.

PERSONAL DETAILS:

Father Name : Sailu Dara
Date of Birth : 14th Aug 1993
Passport Number : K9092425
Passport Expiry : 17-12-2022
Marital Status : Single.
Hobbies : Cricket, Volleyball, Swimming, and Music.
Linguistic Skills : English, Hindi, and Telugu, Tamil.

DECLARATION

I hereby declare that all the above mentioned details are true and correct to the best of my knowledge.

Testimonials Can Be Provided When Required.

Place: DUBAI

Date:

**Yours Sincerely
Rajashekhar Dara**

