

SURESH THOMAS,
KOLLASSERIL BETHEL BHAVAN
KURUMPAKARA,PATHANAMTHITTA ,KERALA
MOB : 00966539425519 E-mail : skthms@live.in



Objective:

To seek a challenging position in **HOUSEKEEPING** in a dynamic environment and desire to progress further in the same field and a role model in the achievement of organization.

Personal Attributes:

Highly organized , excellent communication skills, efficient, flexible and versatile team player.

Educational Qualifications:

Academic Qualification Secondary School Leaving Certificate, English School, UAQ, U.A.E

Higher Secondary Certificate Course.

Bachelor of Engineering

Computer Knowledge MS Applications : Word, Excel, outlook, Internet

Personal Profile:

Date of birth 06th January 1978

Nationality Indian

Marital Status Married

Languages Known English, Arabic, Hindi, Tamil & Malayalam

Hobbies Reading,playing badminton,Football,Cooking.

Driving License

Valid KSA Light Vehicle Driving License

Valid Indian Light vehicle Driving Licence

Work Experience:

Over 15 Years Gulf work Experience.

1. Presently working with ABDUL WAHAB MANSOUR AL MOALLAM & SONS LLC , DAMMAM KSA as Housekeeping Supervisor in Saudi Aramco Dhahran Project.

Main Responsibilities:

To supervise the housekeeping function by directly supervising the cleaners and the quality of the cleanliness and tidiness of the assigned units and rooms, making sure they are up to the highest standards

Supervise the cleaners efficiency in the cleaning and up-keeping of the assigned units and the current location.

Direct the level of the cleanliness and tidiness of the total units and the current location, making sure the cleaners keep it up to standard.

Organize and supervise the day-to-day operations and activities and work rosters of the cleaners team, ensuring that all cleaning work within the specific area of the most VIP Guest and current location is carried out and implemented in an efficient and procedurally compliant manner as per the standards

Supervise the distribution of the workload amongst the cleaners. And prepare and submit their monthly time card.

Advise and direct the cleaners on the amount of cleaning materials and tools, ammenties supplies, and linen and personal hygiene that is to be used.

Implements random deep-cleaning inspections on the work of all cleaners in the assigned areas.

Ensure Proper safety Procedures are implemented through the work location.

Preparation of housekeeping materials as per the usage on monthly basis.

Address Guest Grievances and provide suitable solution.

2. Worked as Housekeeping Supervisor with AL MOJIL MIDDLEEAST L.L.C, DUBAI, UAE (Facilities Management company) from 22nd June 2008 to 4th October 2017

DECLINE OF EURECH THOMAS

Main Responsibilities:

Establish and maintain housekeeping schedules and assign employees to areas for various housekeeping duties; conduct comprehensive inspection to check the completion of work assignments.

Ensure that assignments are appropriately staffed and that employees have adequate supplies and equipment for completion of assignments.

Discuss general housekeeping procedures with personnel of the assigned area; recommend and implement changes in procedures.

Maintain records and submit reports concerning personnel, equipment, supplies, expense, and general housekeeping activities.

Take necessary action to correct any mechanical, structural, or electrical condition in need of repair or replacement.

Recommend various personnel action including, but not limited to, hiring, performance appraisals, promotions, transfers and vacation schedules.

Monitor and ensure the training of new personnel.

Supervises housekeeping services including cleaning, mopping, scrubbing, sanitizing, etc., in stairways, hallways, offices and labs.

Ensures that common areas including conference rooms, lobby and waiting areas are clean and free of trash and debris.

Ensure wastebaskets and trash boxes are emptied and staff offices are cleaned daily.

Participate in the preparation of meeting areas for meetings, seminars, and other staff/client functions.

Inventories and orders supplies and equipment necessary for the day-to-day operation.

Performs miscellaneous job-related duties as assigned.

Handles lost and found.

3. Worked as House Keeping Supervisor with Number One Tower Suites And Hotel Apartments, Dubai UAE. (Under DBA Group), DUBAI, U.A.E from 20th April 2004 to May 2008.

DECLINE OF CLARENCE THOMAS

Main Responsibilities:

Inspect guest rooms, public areas, pool, etc. after being cleaned by Housekeeper to ensure quality standards.

Run sold room reports, verify room status, determine discrepant rooms, prioritize room cleaning, and update status of departing guest rooms.

Assist Housekeeping management in managing daily activities.

Act as a liaison to coordinate the efforts of Housekeeping, Engineering, Front Office, and Laundry. Document and resolve issues with discrepant rooms with the Front Desk. Prepare, distribute, and communicate changes in assignment sheets/workboards.

Communicate issues to next shift.

Complete required paperwork.

Assist management in hiring, training, scheduling, evaluating, counseling, disciplining, and motivating and coaching employees.

Follow all company and safety and security policies and procedures; report any maintenance problems, safety hazards, accidents, or injuries; complete safety training and certifications.

Ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets.

Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation.

Speak with others using clear and professional language.

Develop and maintain positive working relationships with others; listen and respond appropriately to the concerns of other employees.

Ensure adherence to quality expectations and standards. Stand, sit, or walk for an extended period of time.

Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance.

Inspect all VIP rooms prior to arrival.

Maintain a professional working relationship and promote open lines of communication with managers, employees and other departments.

Register Number 7627



FACULTY OF ENGINEERING

The Senate of the University of Kerala hereby makes known that Suresh Thomas has been admitted to the Degree of Bachelor of Science. (Engineering) (Four Year Course) under Civil Branch he/she having been certified by duly appointed Examiners to be qualified to receive the same, and having been by them placed in the Second Class at the Examination held in April - 2000

Given under the seal of the University.



University Buildings.

Tiruvandrum 25th September, 2000

L. Mawjau
Vice-Chancellor

Ref:Admin2017/1090

17/11/2016

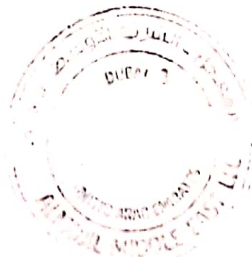
To Whomsoever It May Concern

This is to certify that Mr.Suresh Thomas has worked with us from 22nd June 2008 to 10thNov.2016 and at the time of leaving, he was designated as Housekeeping Supervisor.

He has been relieved from his services as per the rules of the Company. During his tenure with us, we found him to be diligent and hard-working and we wish him all the best in his future endeavors.



SARAH SALAMEEN
MANAGER
HUMAN RESOURCES





Ref: NTS1104

30/05/2008

To Whomsoever It May Concern

This is to certify that Mr. Suresh Thomas has worked with us from 20th April 2004 to 30th May 2008 and at the time of leaving, he was designated as Housekeeping Supervisor.

He possesses good Knowledge and communication skills.

He left our organization for better prospects

We wish him all success.

MIKE FERNANDES

MANAGER

FRONT OFFICE

P.O.BOX:31003, DUBAI UAE TEL:0097143434666 FAX: 0097143434114
Email: sales@numberonetower.com

شهادة إتمام دورة تعليم عن بعد



Distance Learning Certificate of Completion

FHM wishes to Congratulate

Suresh Thomas Kochukutty

Al Moallam

For attending the

Electrical Safety Awareness

7th of September 2020 in Al Khobar



Ashraf Badwan
Course Instructor



Monther Omer
FM Training Advisor

شهادة تدريب

Certificate of Training

Is hereby granted to

Suresh Thomas Kochukutty

Almoallam

For attending the

CS Training and Job Certification (T&JC), Work Permit Awareness

15 of April 2019 in Al Khobar

Course Instructor

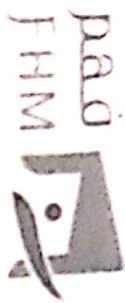

Snideh Shayahi



Programs Development Manager

Abdulqader Fallatah





شهادة تدريب

Certificate of Training

Is hereby granted to

Suresh Thomas Kochukutty

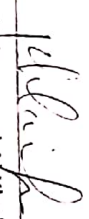
Almoallam

For attending the


Contractor Camp Inspector Course

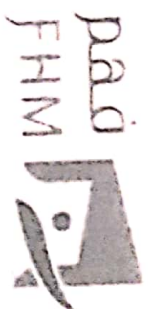
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25, March 2019, Abqaiq

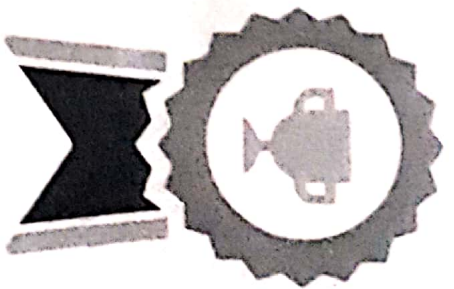

Mohammad Al Khulaifi
Course Instructor




Abdulqader Fallatah
Programs Development Manager



المعلم
Almoallam
شركة أبناء عبدالوهاب منصور المعلم (ذ.م.م.)
Abdulwahab M. Al Moallam Sons Co. (L.L.C)



EMPLOYEE OF THE MONTH

JULY - 2019

awarded to

Suresh Thomas Kochukutty

in recognition of
your dedication, passion, and hard work

WALEED KHALIL AHMED DAHRAN
RESIDENTIAL CONTRACT MANAGER

Name/Title of Presenter

JULY 31, 2019

Date

0955/1
6/

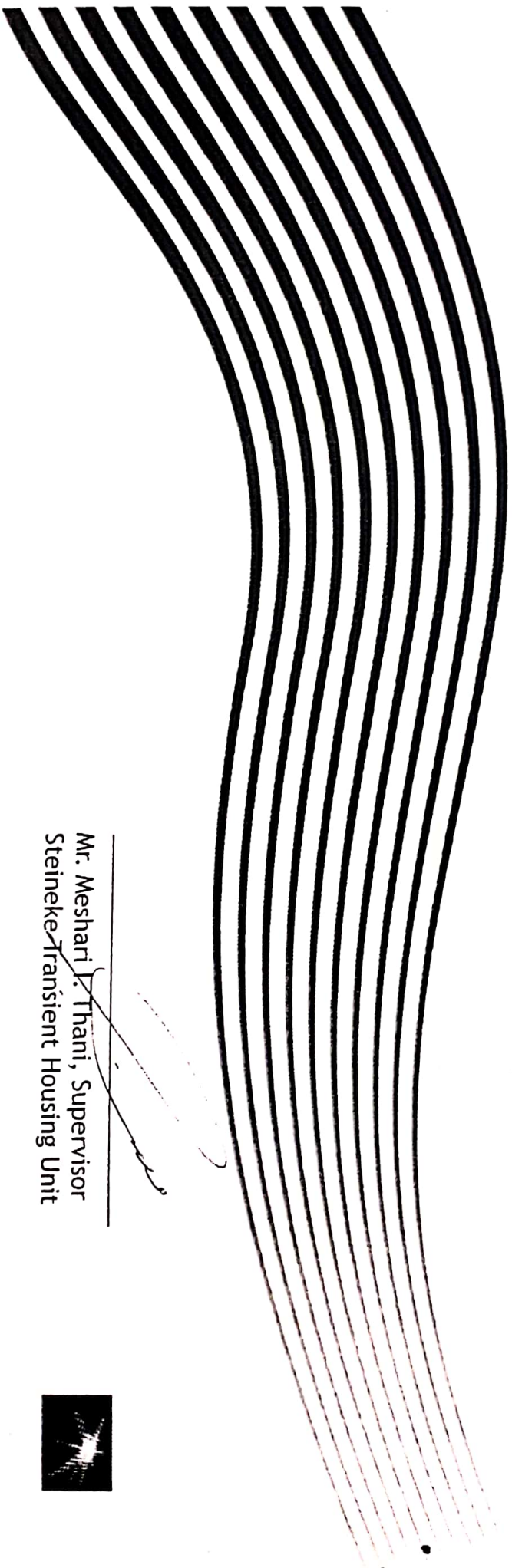


Certificate of Appreciation

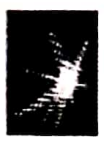
Presented to

Mr. SURESH THOMAS KOCHUKUTTY

for his dedication, commitment, and demonstrated efforts during his work period with Central Community Services in Steineke Hall Transient Housing Unit.



Mr. Meshari J. Thani, Supervisor
Steineke Transient Housing Unit





Awarded by

Safety Training Awards

STA Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator

Awarded to SURESH T KOCHUKUTTY (S/326208)

Date of Attainment 18/10/2020 Date of Expiry 17/10/2022

Course Reference No. 149594-03 Qualification No. 601/5454/8

The named learner has achieved the following unit(s):

Unit Reference	Unit Title	Level	Credit(s)
L/506/8532	Basic Life Support and Using an Automated External Defibrillator	2	1

Dave Candler, Chief Executive STA



This electronic certificate has been awarded through STA Online. To check its validity, go to www.sta.co.uk/validity

This certificate remains the property of STA and must be returned on request. Records registered at STA.



CIMSPA
ENDORSED



1. The Board of Public Examinations, Government of Kerala, will issue a duplicate of such certificate to the holder of Secondary School Leaving Certificate.



THE GOVERNMENT BOARD OF PUBLIC EXAMINATIONS

2. If any holder of Secondary School Leaving Certificate is a holder of such certificate will be held responsible for any examination conducted by this Board for the period of punishment is over or from entry into Public Service in any recognised institution in the State for a period less than three years and the certificate will be suspended.

3. Details of punishment imposed on any certificate holder for tampering with the entries or other malpractices will be recorded in red ink in the certificate. Duplicate of such a certificate will be issued only to the holder.

Embroidered Seal of the Government of Kerala
 United Arab Emirates
 NEW DELHI
 Consular Section
 No. 14542
 Date: 25.10.74
 We Certify the stamp and sign of the holder of the certificate.

Secretary,
 Board of Public Examinations
 Government of Kerala

Signature

16359

Name of Candidate: **ELIZABETH CHERIAN**
 English in Block Capital Initials: **ELC**
 Language: **Malayalam**
 Sex (Male or Female): **Male**
 Religion: **X.ian**
 Date of Birth: **Pattazhi**
 Place of Birth: **Pathanapuram, Cochin, Kerala, India**
 Nationality: **Indian**
 Date of Birth (in figures): **6-1-1978**
 Date of Birth (in words): **Sixth January Nineteen Seventy Eight**
 Name of Father: **Kochukutty Thomas**
 Name of Mother: **Susan Thomas**
 Name of Guardian: **Kochukutty Thomas**
 (as given in the registration register)
 Relationship with the Pupil: **Father**
 Occupation of the Parent: **Clerk**
 Address: **Kollasseril House, Mankayala, Kadamkodu (VIA), Quilon Dist. Kerala**
 Mode of Presentation: **Regular**
 Personal Marks of Identification
 (i) **A black mole on the right cheek**
 (ii) **A dark spot at the back of the left shoulder**
 I certify that the entries in this page are accurate as per relevant school records.

Name and Signature of Head of School with Date: **Z Cherman 20-1-74**
 Designation: **ELIZABETH CHERIAN PRINCIPAL**
THE ENGLISH SCHOOL UMM AL QUWAIN - U.A.E.

1/63/92





C.M.M. Lody
 (Mrs. M. L. NARAYANAN)
 Director, Secondary Education, Kerala

SECONDARY SCHOOL LEAVING CERTIFICATE EXAMINATION

Name of Candidate..... **SURESH..... THOMAS**.....
 (Block Capitals) Min. of Education, Kerala
 Register Number..... **137206**..... Month/Year/Day **March 1994**

Subjects	Maximum	Marks at the Public Examination				Minimum for a pass		Star
		For the Paper	Subject Total	Group Total		Subject	Group	
				In figures	In words			
Group A—Languages: FIRST LANGUAGE Part I... Adl. Eng.	50	30	65	188	One hundred and eighty eight	20	90	26
Part II... Sp. Eng.	50	35						27
SECOND LANGUAGE English Paper I	50	44	88			20		14
Paper II	50	44				16		
THIRD LANGUAGE Hindi	50	35	35	10		19		
Group B—Subjects: SOCIAL SCIENCES Part I—History & the Cultural Heritage of India	50	44	90	279	Two hundred and seventy five	20	120	21
Part II—Geography Political Science & Economics	50	46						24
SCIENCE Part I—Physics	50	33	98			30		17
Part II—Chemistry	50	29				18		
Part III—Biology & Health Science	50	36				18		
MATHEMATICS Paper I	50	41	87	29			19	
Paper II	50	46					18	
TOTAL	600			463	Four hundred and sixty three			

(Marks: 480 and above First Class with Distinction; 360 to 479 First Class; 300 to 359 Second Class; 210 to 299 Third Class.)

PASSED

Eligible for admission to a course of study in the Universities in Kerala subject to University regulations



M. SASTHAR

Secretary, Board of Public Examinations, Kerala State