

## THE CURRIUCULUM VITAE



### PERMANENT ADDRESS

**RAPHAEL FREDERICK NORONHA**

SNEHNAGAR, REST CAMP ROAD, NEAR JOSHI HOSPITAL  
DEOLALI CAMP-422 401 NASHIK, MAHARASHTRA STATE

**EMAIL : [raphael.28apr@gmail.com](mailto:raphael.28apr@gmail.com)**

**MOBILE # 9881511710**

**POST APPLIED : SITE ADMINISTRATOR/CAMP BOSS /MANPOWER CO-ORDINATOR**

**PROJECT ADMIN COORDINATOR/ TIMEKEEPING MANAGEMENT/ ONSHORE-OFFSHORE MEDICAL ADMINISTRATOR  
AS PER UAE RULE/ LOGISTIC & TRANSPORT CO-ORDINATOR/ HYGIENE & HOUSEKEEPING SUPERVISOR/  
MOBILISATION DEMOBILISATION MANPOWER / SUPPORT SERVICES/ SECURITY SUPERVISOR**

**GULF EXPERIENCE---In Oil & Gas Gulf Shutdown , Turnaround Gas Recycling Plant,Petrochemical Plant, Petroleum Plant. TAKREER-RUWAIS MAJOR SHUTDOWN HYDROCRACKER, HYDROSKIMMER, GREEN DIESEL TURNAROUND 2016 & ADGAS-TA 2016 TRAIN 02, BOILERS 3 & 4 OAG TRAIN 01 & COMMONS TURNAROUND DAS ISLAND. QATAR PETROLEUM NGL-1, NGL-2,QAPCO, QATAR GAS, ARAB D3 DUKAN, ADNOC- DAS ISLAND TRAIN-3 LNG SHUTDOWN-MARCH-2018 TO JUNE 2018.. (ONSHORE-OFFSHORE TA)**

**PROJECT. Construction of Crude Oil Storage Tanks GC-27,GC-28, Power Plant/Cross Country Pipelines Kuwait Oil Company, Civil Construction M.E.P, DUBAI..ABM GROUP.. BILT MIDDLE EAST**

**DOOSAN BABCOCK, ABU DHABI, Successfully Passed Client interviews for Designation Administrator Supervisor, Camp Boss in year 2017,2018..., VENTURE GULF ENGINEERING QATAR, Worked for Short Term as PROJECT-ADMIN COORDINATOR..Oct 2019. ISCCO Abu Dhabi..Interviewed for Takreer Turnaround 2020 on Telephonic, in 2nd week February 2020**

**INDIAN EXPERIENCE---Electronic Industry, Cast Iron Casting Foundry, Civil Construction, Pest Control Industry, Industrial Security Services ( Designation... General Administrator, Accounts Clerk Taxation, Hygiene &Housekeeping Supervisor, Security Admin. Officer)**

FULL NAME	:	NORONHA RAPHAEL FREDERICK
NATIONALITY	:	INDIAN
DATE OF BIRTH	:	28 <sup>TH</sup> APRIL, 1971
GULF/INDIAN EXPERIENCE	:	15 YEARS
QUALIFICATION	:	UNDER GRADUATION IN SCIENCE
COMPUTER	:	MS WORD, MS OFFICE, MS OUTLOOK EMAIL
ADDITIONAL QUALIFICATION	:	DIPLOMA IN INDUSTRIAL SECURITY (SECURITY OFFICER) ( PERIOD 15/4/2007 TO 15/10/2007 )
	:	ENGLISH / HINDI / MARATHI
	:	TYPING SPEED 30 W.P.M TO 60 W.P.M.
PASSPORT DETAILS	:	PASSPORT NO : N 2021903 /ISSUE DATE 05/08/2015 EXPIRY DATE : 04/08/2025 ; PLACE : THANE

# **SUMMARY OF GULF EXPERIENCE JOB PROFILE**

***OIL & GAS PETROCHEMICAL TURNAROUND SHUTDOWN /LONG TERM***

**PERIOD : 1998 TO 2018**

## **PROJECTS:**

***WEST KUWAIT GATHERING CENTRE GC-27, GC-28 MANUFACTURING CRUDE OIL STORAGE TANKS/ KNPC TANK PROJECT / SHUTDOWN***

***CIVIL CONSTRUCTION MEP..DUBAI MEDIA CITY Phase II, III, KNOWLEDGE VILLAGE***

## **SHUTDOWN:**

**ADGAS ( DAS ISLAND ) ABU DHABI / TAKREER RUWAIS ABU DHABI**

**QATAR PETROLEUM-NGL-1, NGL-2, NGL-3, ARAB D3 DUKHAN,**

**QATAR PETROCHEMICAL—QAPCO MESAIEED**

**QATAR GAS—RAS GAS PLANT TRAIN-2, TRAIN-3**

**ADNOC-ADGAS- DAS ISLAND OFFSHORE : TRAIN 3 & OAG MAJOR SHUTDOWN MARCH 2018**

## **A) SITE ADMINISTRATOR /MANPOWER CO-ORDINATOR :**

**INDEPENDANTLY & JOINTLY HANDLED MANPOWER STRENGTH APPROXIMATELY 3500. OVER ALL SUPERVISION & ADMINISTRATION OF SITE IN COODINATION WITH THE SITE MANAGER, PROJECT MANAGER, OPERATION MANAGER AND THE CLIENT REPRESENTITIVE.**

**ADMINISTRATION OF TIMEKEEPING MANAGEMENT/ TRANSPORT / LOGISTICS /STORES / ENVIRONMENT/ WASTE MANAGEMENT / ACCIDENT EMERGENCY / MEDICAL /FOOD HYGIENE HOUSEKEEPING / DAILY MOBILISATION OF MANPOWER TO SITE AND BACK TO CAMP.**

**ADMINISTRATION/ COORDINATION WITH THE CLIENT OR MAIN CONTRACTOR, PLANT OPERATORS, PLANT ENGINEERS FOR SUPPLY OF TECHNICAL MANPOWER AS PER THE CONTRACT.**

**INDEPENDANTLY INCHARGE FOR ONSHORE-OFFSHORE MEDICAL SCREENING OF EMPLOYEE AS PER UAE RULES FOR FITNESS TO WORK AT SITE. REPORTING DIRECT TO ADMINISTRATION MANAGER/ HR MANAGER /IN SOME CASE GENERAL MANAGER ON VARIOUS SITE IMPORTANT ISSUES**

**SUBCONTRACTOR, RENTAL VEHICLES, RENTAL DRIVERS, ALL UNDER SITE ADMINISTRATOR**

**DAILY COORDINATION WITH SAFETY DEPT., ENVIRONMENT DEPT., WASTE MANAGEMENT. DEMOBILISATION OF EMPLOYEE AFTER THE COMPLETION OF SHUTDOWN OR PROJECT SUBJECT TO CLEARANCE FROM PROJECT MANAGER.**

# **SUMMARY OF GULF EXPERIENCE JOB PROFILE**

***OIL & GAS PETROCHEMICAL TURNAROUND SHUTDOWN /LONG TERM***

**PERIOD : 1998 TO 2018**

## **PROJECTS:**

***WEST KUWAIT GATHERING CENTRE GC-27, GC-28 MANUFACTURING CRUDE OIL STORAGE TANKS/ KNPC TANK PROJECT / SHUTDOWN***

## **SHUTDOWN:**

**ADGAS (DAS ISLAND) / TAKREER RUWAI ABU DHABI  
QATAR PETROLEUM-NGL-1, NGL-2, NGL-3, ARAB D3 DUKHAN,  
QATAR PETROCHEMICAL—QAPCO MESAIEED  
QATAR GAS—RAS GAS PLANT TRAIN-2, TRAIN-3  
ADNOC (DAS ISLAND) TRAIN-3 LNG TA/ OAG MARCH 2018**

## **B) CAMP BOSS / CAMP ADMINISTRATOR**

**INDEPENDANTLY & JOINTLY INCHARGE OF LABOUR/STAFF ACCOMMODATION (CAMP).  
CAMP BOSS FOR APPROXIMATELY 2500 EMPLOYEE OF PROJECT OIL & GAS PETROCHEMICAL  
TURNAROUND SHUTDOWN / LONGTERM.**

**USE TO LOOK AFTER THE SUPERVISION OF CATERING, ROOM ALLOTMENT, TRANSPORT,  
HYGIENE HOUSEKEEPING, ELECTRICAL, MAINTENANCE OF CAMP, MEDICAL, SAFETY  
EQUIPMENTS FIRE EXTINGUISHER.**

**DAILY SUPERVISION OF ROOM ALLOTMENT, HOUSEKEEPING, TRANSPORT OF LABOUR/STAFF  
AT SITE. FOOD DISTRIBUTION FOR LABOUR/STAFF AT SITE OF WORK.**

**MEDICAL EMERGENCY, POLICE MATTERS DURING EMERGENCY IN CAMP OR ANY DISPUTE  
BETWEEN THE WORKMEN.**

**MOBILISATION OF MANPOWER AFTER THE COMPLETION OF SHUTDOWN / PROJECT TILL  
AIRPORT.**

**CLIENT INSPECTION--PREPARATION FOR THE INSPECTION OF THE CAMP ACCOMMODATION /  
MESS HALL/RECREATION/ TOILETS & BATHROOM / SAFETY EQUIPMENTS FIRE EXTINGUISHER  
HYGIENE & HOUSEKEEPING AS PER THE CLIENTS CONTRACT**

## **GULF EXPERIENCE**

### **1. EMDAD LLC, ABU DHABI**

**SHUTDOWN :** **ADNOC DAS ISLAND SHUTDOWN  
OAG TRAIN 2 & LNG MAJOR TRAIN-3  
TURNAROUND SHUTDOWN 2018**

**DESIGNATION :** **ADMINISTRATION/SUPPORT DIVISION  
ADMINISTRATOR SUPERVISOR**

**GENERAL SERVICES COORDINATOR**

**PERIOD :** **MARCH 2018 TO JUNE,2018**

**ROLE : (OPTIMA NO. 857609 & CNIA PASS NO.2610/528505708 : DATED 06.06.2018)\_\_\_\_\_**

**INDEPENDENTLY AND JOINTLY HANDLED AS ADMINISTRATIVE SUPERVISOR  
FOR MANPOWER STRENGTH OF APPROXIMATELY 2100. OVERALL SUPERVISION AND  
ADMINISTRATION OF SITE IN CO-ORDINATION WITH SITE MANAGER , PROJECT  
MANAGER , AREA ENGINEERS, HSE, AND THE CLIENT ADNOC REPRESENTATIVES  
ON DAILY BASIS.**

**CO-ORDINATION WITH ADNOC OFFICIALS AT SHUTDOWN VILLAGE AND PLANT.  
INCLUDING INSTRUMENT DEPT., ELECTRICAL DEPT., MEDICAL DEPT.,  
ADMINISTRATION & MANPOWER CONTROLLING AT SITE. COORDINATION WITH  
THE HSE-DEPT. OF EMDAD & ADNOC SAFETY OFFICIALS.**

**MAINTAINING DISCIPLINE AT SITE, HOUSEKEEPING SUPERVISION IN  
COORDINATION WITH HOUSEKEEPING SUPERVISORS, ADNOC OPERATORS.**

**TRANSPORT & STORES ADMINISTRATION AS PER ADNOC RULES. TRANSPORT  
DEPT.CONTROLLING FOR MOBILISATION OF MANPOWER IN THE MORNING AT SITE  
& LUNCH TIME, & EVENING MOBILISATION TO ACCOMMADATION ( AL-JIMMY &  
SHAHIL )**

**AT SHUTDOWN VILLAGE ADMINISTRATION SUPERVISION OF STORES DEPT., INSTRUMENT DEPT.,  
ELECTRICAL DEPT., QA/AC DEPT., HSE DEPT.,WELDING DEPT., RIGGING DEPT., MEDICAL CLINIC,  
HOUSEKEEPINGDEPT., FABRICATION-WELDING AREA, WASTE DUMPING AREA(ENVIRONMENT  
WASTE FROM PLANT) PLANT EQUIPMENT-LOGISTIC DEPT.,TRANSPORT, SUB-CONTRACTOR, NDT  
SUB CONTRACTORS. USE COORDINATE WITH THE ABOVE MENTION DEPARTMENT ON VARIOUS  
SUBJECT PERTAINING TO PLANT SHUTDOWN ACTIVITIES**

**2. QATAR ENGINEERING & CONSTRUCTION COMPANY ABU DHABI LLC  
P.O BOX 44010, U.A.E**

**TWO SHUTDOWN** : **TAKREER-RUWAIS** MAJOR SHUTDOWN HYDROCRACKER  
HYDROSKIMMER, GREEN DIESEL TURNAROUND 2016

: **ADGAS – TA 2016** TRAIN 02, BOILERS 3 & 4 & OAG TRAIN  
01 & COMMONS TURNAROUND, DAS ISLAND

**OPTIMA NO.** : **857609**

**DESIGNATION** : **ADMINISTRATION & HR DEPARTMENT**  
**SENIOR ADMINISTRATION CO-ORDINATOR**  
**(MANPOWER/CAMP/HOSPITAL & MEDICAL )**  
**MANPOWER STRENGTH 5500 #**

**PERIOD** : **25<sup>TH</sup> DECEMBER, 2015 TO 20<sup>TH</sup> JULY, 2016**  
**SHORT TERM PROJECT**

**MAJOR TURNAROUND TWO SHUTDOWN TAKREER – RUWAIS / ADGAS- DAS  
ISLAND**

**NATURE OF WORK DONE :**

- A) WORKED IN HR DEPT. UNDER THE HR MANAGER/ ADMINISTRATION MANAGER.  
CORE TEAM MEMBER OF THE MANAGEMENT (i.e. GENERAL MANAGER)
- B) TRAINING OF ADGAS & TAKREER MANPOWER OF ALL THE CATEGORY FROM  
MANAGER, SUPERVISOR TO WORKMEN. TRAINING FOR MEDICAL FITNESS  
FOR ONSHORE & OFFSHORE, BEFORE GOING TO MEDICAL CHECK-UP AS PER  
U.A.E. HEALTH DEPARTMENT ( PRE-EMPLOYMENT HEALTH SCREENING )
- C) GENERAL ADMINISTRATION / CAMP ADMINISTRATION FOR TAKREER & ADGAS  
SHUTDOWN MANPOWER APPROXIMATELY 5500 #
- D) AS A CORE TEAM MEMBER. DAILY REPORTING TO GENERAL MANAGER/HR  
MANAGER/ ADMINISTRATION MANAGER

**3. QATAR ENGINEERING&CONSTRUCTION COMPANY ABU DHABI LLC  
P.O. BOX 44010, ABU DHABI, U.A.E**

**SHUTDOWN** : **ADGAS-TA 2015 –TRAIN 01  
AND BOILERS 01 & 02 AND  
COMMONS (TURNAROUND)  
DAS ISLAND**

**DESIGNATION** : **ADMINISTRATION DEPT & HR DEPT  
SENIOR ADMINISTRATOR COORDINATOR  
(MANPOWER/CAMP/HOSPITAL & MEDICAL)  
MANPOWER STRENGTH # 6500#**

**OPTIMA NO.** : **857609**

**PERIOD** : **04.02.2015 TO 06.04.2015  
SHORT TERM PROJECT.**

**MAJOR SHUTDOWN ADGAS-ADMA-OPCO-(ABU DHABI MARINE OPERATING COMPANY)**

**NATURE OF WORK DONE :** **QCON**

- A) WORKED IN HR-DEPT. UNDER ADMINISTRATION MANAGER .  
EXECUTED THE FOLLOWING ASSIGNMENT  
CAMP ADMINISTRATION/ ADGAS DAS MEDICAL FOR FITNESS OF MANPOWER TO  
WORK IN DAS ISLAND/ VISA MEDICAL / SICK EMPLOYEES COMING FORM ADGAS-DAS ISLAND  
HOSPITAL/ SUB CONTRACT MANPOWER / PLANNING MOBILISATION & DEMOBILISATION
- B) DAS ISLAND – ADGAS SHUTDOWN TOTAL MANPOWER 3500 NOS PLUS SUB CONTRACT.  
PAKISTANI MANPOWER 60% & INDIAN MANPOWER 40% & MALAYASIAN.
- C) MANPOWER ARRIVAL 50 NOS TO 75 NOS DAILY FROM INDIA & PAKISTAN. EDUCATING  
THE MANPOWER ABOUT ADGAS DAS MEDICAL. IF UNFIT THE EMPLOYEE IS DISQUALIFIED,  
MEDICAL TEST FOR FITNESS TO WORK IN DAS ISLAND ADGAS PROJECT IS MANDATORY.
- D) SICK EMPLOYEE COMING FROM DAS-ISLAND ADGAS ABU DHABI MARINE OPERATING CLINIC.  
REGISTERING THE SICK EMPLOYEE (EFFECTED BY HAZARDOUS GAS) IN ADGAS RECOMMENDED  
HOSPITAL (LLH HOSPITAL MUSAFFAH/ABU DHABI). COORDINATION WITH SR.DOCTORS,  
MANAGERS,HOSPITAL ADMN.STAFF. PREPARATION OF HOSPITAL DOCUMENTS AS PER THE  
ADGAS-ADMA RULES.
- E) ADGAS-ADMA AUTHORISED HOSPITALS  
LLH HOSPITAL, MUSAFFAH & ABU DHABI BRANCH. AL RAHA HOSPITAL, ABU DHABI
- F) DEMOBILISATION OF MANPOWER 3500 # AFTER THE COMPLETION OF SHUTDOWN.

**4. BLACKCAT ENGINEERING & CONSTRUCTION CO. (BCEC),  
DOHA, QATAR**

**SHUTDOWN** : **QATAR PETROLEUM  
ARAB D3 SHUTDOWN, DUKHAN  
TURNAROUND MAINTENANCE WORKS OF GAS  
RECYCLING PLANT (RG) PLANT**

**DESIGNATION** : **SITE ADMINISTRATION.**

**PERIOD** : **03/02/2012 TO 31/03/2012**

**NATURE OF WORK DONE**

- A] **CO-ORDINATION OF MANPOWER STRENGTH OF 1000+ NOS WHICH INCLUDE PERMANENT EMPLOYEE, SHUTDOWN EMPLOYEE, SUB-CONTRACTOR EMPLOYEE, BRUNEL,BECON, HOUSEKEEPING & CLEANING EMPLOYEE, LOGISTIC & HIRED TRANSPORTATION**
- B] **QP-SUPPLY OF MANPOWER ON DAILY BASIS FOR MECHANICAL DEPT., INSTRUMENT DEPT ELECTRICAL DEPT., PLANNING DEPT., INSPECTION DEPT., VALVE & CONTROL VALVE SECTION**
- C] **DAILY TO CO-ORDINATE WITH QP-REPRESENTATIVE WITH SUBJECT TO HEALTH/SAFETY/ ENVIRONMENT/HYGIENE. SUPERVISION AT THE FOOD TENT WITH PROPER FOOD DISTRIBUTION AS PER THE QP-GUIDE LINES OF A HYGIENIC FOOD EATING PLACE, WITH PROPER DRINKING AND HAND WASH FACILITIES.**
- D] **CO-ORDINATION WITH THE TRANSPORT & LOGISTIC FOR TRANSPORTATION OF MANPOWER FROM SITE TO DIFFERENT CAMPS.**
- E] **CO-ORDINATION OF COMPLETE HOUSEKEEPING,CLEANING,HYGIENIC AT THE PLANT AND THE LAYDOWN AREA. DAILY BRIEFING OF THE HOUSEKEEPING WITH QP-SAFETY & ENVIRONMENT DEPT. INSIDE THE PLANT & AT THE LAYDOWN AREA.**
- F] **CO-ORDINATION WITH THE QP-CLINIC AT SITE & QP HOSPITAL**
- G] **CO-ORDINATION WITH THE QP-ENVIRONMENT DEPT.ENGINEER ON THE SUBJECT WASTE MANAGEMENT**

## **5 AL MUFTAH CONTRACTING CO W.L.L., DOHA, QATAR**

**SHUTDOWN** : **QATAR PETROLEUM  
NGL-1 & NGL-2 (2 SHUTDOWNS) MESAIEED.**

**DESIGNATION** : **SITE ADMINISTRATOR**

**PERIOD** : **NGL-1 ( 26/10/2008 TO 29/12/2008 )  
NGL-2 (04/03/2009 TO 26/04/2009 )**

### **NATURE OF WORK DONE:**

- A] ADMINISTRATION FOR 1000+ MANPOWER (INCLUDING PERMANENT EMPLOYEES, SHUTDOWN EMPLOYEES, SUB-CONTRACTOR EMPLOYEES)
- B] QP SUPPLY OF MANPOWER UP TO 130 NUMBERS FOR MECH.DEPT, INSTRUMENT, ELECTRICAL, PLANNING, OEB, INSPECTION. AND TO CO-ORDINATE WITH TIMEKEEPER FOR MAKING OF TIMESHEET AND INVOICES
- C] **CO-ORDINATION OF COMPLETE HOUSEKEEPING, CLEANING, HYGIENIC AT THE PLANT AND LAYDOWN AREA. DAILY BRIEFING OF THE HOUSEKEEPING WITH QP-SAFETY & ENVIRONMENT DEPT. INSIDE THE PLANT & AT THE LAYDOWN AREA.**
- D] **CO-ORDINATION WITH QATAR PETROLEUM HOSPITAL & CLINIC STAFF/ DOCTORS IN ACCIDENT CASE OF EMPLOYEE OR EFFECTED BY HAZARDOUS GASES.**
- E] AT SHUTDOWN SITE LOGISTIC & TRANSPORT CONTROLLED BY SITE ADMINISTRATION.
- F] AT SHUTDOWN SITE FOOD MANAGEMENT ( TEA/SNACKS , LUNCH ) FOR THE EMPLOYEE WAS HANDLED BY SITE ADMINISTRATION

## **6. AL MUFTAH CONTRACTING CO W.L.L., DOHA, QATAR**

**SHUTDOWN** : QATAR PETROLEUM ( GS-2007)  
QATAR PETROCHEMICAL CO.(QAPCO),MESAIEED.

**DESIGNATION** : **CAMP BOSS / SITE ADMINISTRATOR**

**PERIOD** : **17/1/2007 TO 14/3/2007**

### **NATURE OF WORK DONE :**

- A] CAMP ADMINISTRATION OF 1000 +NOS. SHUTDOWN MANPOWER OF QAPCO (i.e.QATAR PETROCHEMICAL CO.)  
**PREPARATION FOR THE INSPECTION OF THE CAMP ACCOMMODATION/ MESS HALL/ TOILETS & BATHROOM/ SAFETY EQUIPMENTS ( FIRE EXTINGUISHER) BY QAPCO OFFICIALS.**
- B] **DAILY CO-ORDINATION WITH THE CATERING COMPANY FOR FOOD i.e. BREAKFAST, LUNCH, DINNER, & SNACKS FOR THE SHUTDOWN 1000+MANPOWER DAY SHIFT/NIGHT SHIFT.**
- C] DAILY SUPERVISION OF ALLOTMENT OF ACCOMMODATION, HOUSEKEEPING, HYGIENIC, TRANSPORTATION OF LABOUR & STAFF AT SITE.
- D] **INDEPENDENTLY HANDLED THE MEDICAL EMERGENCY, POLICE MATTERS, DURING EMERGENCY IN CAMP OR ANY DISPUTE BETWEEN THE WORKMEN..**
- E] DE-MOBILIZATION OF MANPOWER AFTER THE COMPLETION OF THE SHUTDOWN.
- F] AT SITE CO-ORDINATION WITH QAPCO OFFICIAL FOR MAKING OF GATE PASS, H2s B.A. PASS. DAILY TO CO-ORDINATE WITH QAPCO OFFICIALS FOR MANPOWER SUPPLY.
- G] AT SITE COMPLETE SUPERVISION DURING FOOD DISTRIBUTION

## **7. AL MUFTAH CONTRACTING CO. W.L.L., DOHA , QATAR**

**SHUTDOWN :** QATAR PETROLEUM  
ARAB 'D' & KHUFF PLANTS, DUKHAN  
GTC05/101/MCD

**DESIGNATION :** CAMP BOSS/ SITE ADMINISTRATOR

**PERIOD :** 7/3/2005 TO 18/5/2005

### **NATURE OF WORK DONE**

Q-CON – DUKHAN CAMP

- A] ADMINISTRATION FOR 1500+ NOS SHUTDOWN MANPOWER BOTH FOR ARAB'D' GAS PLANT AND KHUFF PLANTS (i.e OIL WELLS) IN CO-ORDINATION WITH Q-CON CAMP ADMINISTRATOR/CAMP BOSS
- B] DAILY CO-ORDINATION WITH THE Q-CON CAMP BOSS & THE KITCHEN STAFF FOR FOOD DISTRIBUTION AT SITE DAY SHIFT & NIGHT SHIFT.
- C] INDEPENDENTLY HANDLED THE MEDICAL EMERGENCY, POLICE MATTERS DURING EMERGENCY IN THE CAMP OR ANY DISPUTE BETWEEN THE WORKMEN.
- D] HOUSEKEEPING, MAINTENANCE, HYGIENIC TO BE SUPERVISED AS PER QATAR PETROLEUM--RULES.
- E] DEMOBILISATION OF MANPOWER AFTER COMPLETION OF ARAB 'D' PLANT & KHUFF PLANT SHUTDOWN 2005

## **8. AL-MUFTAH CONTRACTING CO.W.L.L., DOHA, QATAR**

**SHUTDOWN** : **QATAR PETROLEUM  
SHUTDOWN NGL-1 PLANT, MESAIEED 2004  
GTC 04/192/MCM**

**DESIGNATION** : **SITE ADMINISTRATOR /QP-SUPPLY MANPOWER  
CO-ORDINATOR**

**PERIOD** : **26/11/2004 TO 24/01/2005**

### **NATURE OF WORK DONE :**

ADMINISTRATION FOR 1500+MANPOWER (INCLUDING PERMANENT EMPLOYEE, SHUTDOWN EMPLOYEE, SUB-CONTRACTOR EMPLOYEE)

**QP-SUPPLY OF MANPOWER ON DAILY BASIS FOR MECHANICAL DEPT., INSTRUMENT DEPT.ELECTRICAL DEPT., PLANNING DEPT., INSPECTION DEPT., VALVE SECTION, CONTROL VALVE SECTION.**

DAILY TO CO-ORDINATE WITH QP-REPRESENTATIVE FOR MANPOWER SUPPLY AND TO ENSURE THE TECHNICAL STANDARDS REQUIRED BY QP-SUPPLY

PREPARATION OF DAILY TIMESHEET & INVOICES FOR QP-SUPPLY.

DAILY TO CO-ORDINATE WITH QP-PLANNING DEPT. WITH RESPECT TO THE MANPOWER STRENGTH AT SITE.

**GROUP 4 SECURITY AT NGL-1 GATE # 4 WAS SUPPLIED BY CONTRACTOR. SITE ADMN. WAS TO CO-ORDINATE WITH THE QP-SECURITY ON DAILY BASIS. PROBLEMS OF ANY KIND SUCH AS VEHICLE GATE PASS EXPIRY, DRIVERS NOT FOLLOWING THE INSTRUCTION OF THE SECURITY AT GATE , H2S B.A.PASS MISSING, CHECKING OF B.A.PASS AT THE END OF THE DAY ON THE BOARD.**

HOUSEKEEPING & FOOD DISTRIBUTION FOR WORKERS & STAFF ETC...

DEMOBILISATION OF MANPOWER AFTER COMPLETION OF THE SHUTDOWN FROM THE SITE.

## 9. MIDEAST CONTRACTORS W.L.L. (MECON), DOHA, QATAR

**SHUTDOWN** : QATAR GAS PLANT TRAIN-2, RAS LAFFAN  
**DESIGNATION** : ADMINISTRATION OFFICER  
PERIOD : 7/09/2003 TO 7/10/2003

**MAJOR SHUT-DOWN – QATAR GAS PLANT TRAIN-2 SEPTEMBER 2003 RAS LAFFAN**

## 10. MIDEAST CONTRACTORS W.L.L. (MECON), DOHA, QATAR

**SHUTDOWN** : QATAR GAS PLANT TRAIN-3, RAS LAFFAN  
**DESIGNATION** : ADMINISTRATION OFFICER  
PERIOD : 17/04/2004 TO 17.07.2004

**MAJOR SHUT-DOWN –QATAR GAS PLANT TRAIN-3 APRIL 2004, RAS LAFFAN**

### **NATURE OF WORK DONE:**

INDEPENDENTLY HANDLED MANPOWER 500+ NOS APPROXIMATELY FOR TRAIN-2 & TRAIN-3 SHUTDOWN.

CO-ORDINATION WITH QATAR GAS FOR SUPPLY OF QUALIFIED MANPOWER SUPPLY

PREPARATION OF MANPOWER SUPPLY TIMESHEET & INVOICES AS PER PROCEDURES.

USED TO LOOK AFTER THE TRANSPORTATION & LOGISTIC AT SITE & TO CO-ORDINATE WITH THE QP OFFICIALS

## ***11. AL-BASTI & MUKTHA L.L.C (ABM GROUP) DUBAI U.A.E.***

**PROJECT** : DUBAI MEDIA CITY, PHASE-II, PHASE-III,  
KNOWLEDGE VILLAGE

**DESIGNATION** : SITE ADMINISTRATOR/ SUPERVISOR

PERIOD : FROM 27.03.2002 TO 24.11.2002  
SHORT TERM CONTRACT

***AL-BASTI & MUKTHA L.L.C. (ABM GROUP) / BILT MIDDLE EAST, DUBAI U.A.E. IS A CIVIL AND MECHANICAL M.E.P. CONSTRUCTION COMPANY.***

### **SCOPE OF WORK DONE:**

MANPOWER CO-ORDINATOR FOR 1200+ NOS WORKFORCE INCLUDING SUB-CONTRACTORS BOTH OF CIVIL AND MECHANICAL.

CO-ORDINATION FOR THE TRANSPORT & LOGISTICS, SAFETY,HOUSEKEEPING, SITE STORES,AND TIMEKEEPING DEPARTMENT

CO-ORDINATION WITH MAIN CONTRACTOR & CLIENT FOR SUPPLY OF MAN POWER & OTHER LOGISTIC REQUIREMENTS AT SITE ON DAILY BASIS AS PER THE CONTRACT

HOUSEKEEPING & CLEANING DEPT./TIMEKEEPING MANAGEMENT/ STORE MANAGEMENT/LOGISTIC & TRANSPORT WERE UNDER THE SITE ADMINISTRATOR

## **12. TRAGS, DOHA, QATAR**

**SHUTDOWN** : QATAR PETROLEUM (QGPC)  
NGL-1 & NGL-3 PLANTS, MESAIEED

**DESIGNATION** : SITE ADMINISTRATOR/  
MANPOWER CO-ORDINATOR

PERIOD : FROM 31<sup>ST</sup> AUGUST, 2000 TO 24<sup>TH</sup> OCT,2000

***SHUTDOWN-QATAR GAS PLANT (QGPC) MAJOR SHUTDOWN MAINTENANCE WORK OF HEAT EXCHANGER, COLUMNS, VESSELS, COMPRESSOR, FURANCE & FLARES IN NGL-1 & NGL-3 GAS PLANTS, MESAIEED.***

### **NATURE OF WORK DONE:**

- A] INDEPENDENTLY HANDLED 1900+ MANPOWER STRENGTH OF NGL-1 & NGL-3.
- B] QP-MANPOWER SUPPLY FOR INSTRUMENT, ELECTRICAL, MECHANICAL, INSPECTION OPERATION. CO-ORDINATION WITH QP-SHUTDOWN OFFICIALS REGARDING TECHNICAL MANPOWER SUPPLY AND SITE ADMINISTRATION. HOUSEKEEPING & CLEANING.
- C] CO-ORDINATION WITH 'QGPC' PLANT OPERATORS FOR VARIOUS ACTIVITIES & FOR SUPPLY OF QUALIFIED TECHNICAL MAN POWER
- D] PREPARATION OF MANPOWER SUPPLY TIME-SHEETS & INVOICES BY THE TIMEKEEPING DEPT. AS PER THE QP-PROCEDURES
- E] USED TO LOOK AFTER CAMP ADMINISTRATION/OVERALL SUPERVISION OF TRANSPORTATION/ FOOD / MEDICAL & MOBILISATION OF MANPOWER DURING THE END OF SHUTDOWN.

### **13. KUWAIT SHIPBUILDING & REPAIRYARD CO (SAK), KUWAIT**

**PROJECT** : CONSTRUCTION OF CRUDE OIL STORAGE TANKS/  
AT GC-27 & GC-28, GC-7 AT KUWAIT OIL COMPANY.  
POWER PLANTS/CROSS COUNTRY PIPELINES &  
SHUTDOWN PETROLEUM REFINERY (KNPC)  
ABAN CONSTRUCTION/ CHINA PETROLEUM CONSTRUCTION

**DESIGNATION** : ADMINISTRATOR SITE/ CAMP/STORE/LOGISTIC/TRANSPORT

PERIOD : 2 YEARS (FROM 04.04.1998 TO 03.04.2000)

*'KUWAIT SHIPBUILDING & REPAIRYARD CO (SAK)' Had Overseas Manpower strength of approximately 3000 Nos. Both Marines & Industrial Contract Department (construction of Crude Oil Storage Tanks/Power Plant/Cross Country Pipelines & Petroleum Refinery Maintenance Shutdown]*

#### **NATURE OF WORK DONE:**

- A] SUPERVISION OF ALLOTMENT OF ACCOMMODATION FOR STAFF & WORKERS , HOUSEKEEPING, CLEANING, HYGIENIC, MAINTENANCE OF CAMP BUILDING (i.e. Electrical, Plumbing & Aircondition section] TRANSPORTATION OF LABOUR TO VARIOUS SITES
- B] SUPERVISION OF SAFETY APPARATUS INSTALLED IN THE CAMP.
- C] MOBILISATION OF MANPOWER AFTER COMPLETION OF THE CONTRACT TILL AIRPORT & TRANSFER TO OTHER CAMP
- D] MEDICAL EMERGENCY/ POLICE VERIFICATION/ CAMP INSPECTION BY MUNICIPAL AUTHORITIES (KUWAIT MUNICIPAL)
- E] MANPOWER DISTRIBUTION AT SITE IN CO-ORDINATION WITH THE CLIENT. TIMEKEEPING MANAGEMENT WITH TIMEKEEPER, STORE MANAGEMENT WITH STOREKEEPER, LOGISTIC & TRANSPORT OF SITE GC-27 AND GC-8 (CRUDE OIL GATHERING CENTRE), SUPPORT SERVICES, HOUSEKEEPING & HYGIENE MANAGEMENT.

## **INDIAN EXPERIENCE**

**1. NAME OF COMPANY :** **GHUGE PEST CONTROL UDYOG.**  
**PLACE :** NASHIK (INDIA)  
**DESIGNATION :** **HYGIENE SUPERVISOR/  
CLEANING SUPERVISOR**  
**PERIOD :** 1 YEAR & 7 MONTHS  
(FROM JUNE 2005 TO DEC.2006)

### **NATURE OF WORK DONE:**

SUPERVISION OF HOUSEKEEPING/HYGIENE IN THE 4-5 STAR HOTELS, RESORTS,HOSTELS, AUDITORIUMS, INDUSTRIAL SECTOR, GOVERNMENT ORGANISATION. ENSURE THE PEST TECHNICIANS APPLY ALL THE NECESSARY CHEMICAL DISINFECTIONS FUMIGATION.

**2. NAME OF COMPANY :** **D.M. PEST CONTROL SERVICES  
(AN ISO 9001-2000 COMPANY)**  
**PLACE :** **NASHIK (INDIA)**  
**DESIGNATION :** **CLEANING/HYGIENE SUPERVISOR**  
**PERIOD :** 6 MONTHS  
(FROM 1<sup>ST</sup> APRIL,2007 TO 31<sup>ST</sup> DEC.2007)

### **NATURE OF WORKDONE :**

SUPERVISION OF HOUSEKEEPING/HYGIENE IN THE MILITARY HOSPITALS/ SCHOOL OF ARTILLERY, OFFICERS MESS, ARMY OFFICERS BACHELORS ACCOMMODATION, ARMY SCHOOLS, IN CO-ORDINATION WITH THE MILITARY OFFICIALS.

**3. NAME OF COMPANY :** **BAJPAI BROTHERS**  
**PLACE :** **NASHIK (INDIA)**  
**DESIGNATION :** **CLEANING SUPERVISOR/HYGIENE**  
**PERIOD :** 9 MONTHS  
( FROM 01.01.2008 TO 30.09.2008)

### **NATURE OF WORK DONE:**

EXECUTED ALL THE SUPERVISION CONCERNING TO HOUSEKEEPING/CLEANING/HYGIENE WORKS IN THE GOVT.& PRIVATE SECTOR. IN THE ARMY

**4. NAME OF COMPANY :** **BLACK KNIGHT SECURITY SERVICES PVT LTD.**  
**PLACE :** NASHIK (DEOLALI) INDIA  
**DESIGNATION :** **SECURITY OFFICER**  
**PERIOD :** 1 YEAR 8 MONTHS  
(FROM 1<sup>ST</sup> MAY, 2009 TO 30<sup>TH</sup> DEC 2010)

### **NATURE OF WORK DONE:**

*THE COMPANY HAD TAKEN CONTRACT OF ARMY ( i.e. SCHOOL OF ARTILLERY, DEOLALI) FOR THE SUPPLY OF SECURITY GUARDS & SUPERVISORS FOR THEIR ALL MILITARY ESTABLISHMENT, SUCH AS MILITARY HOSPITALS, OFFICERS FOOD MESS/ACCOMMODATION, ARMY SCHOOLS ETC..*  
**AS A SECURITY OFFICER –100 NOS. SECURITY GUARDS & 20 SECURITY SUPERVISORS WERE**

**DIRECTLY UNDER MY ADMINISTRATION FOR THE ABOVE MILITARY CONTRACT.**

5. **NAME OF COMPANY** : **SIVANANDA ELECTRONICS, NASHIK**  
**MFG.PRODUCT** : **POWER SECTOR INSTRUMENTS,**  
CABLE TEST SYSTEMS, METAL & BOMB DETECTORS  
**DESIGNATION** : **PERSONAL & EXCISE ADMN.OFFICER**  
PERIOD : 2 YEARS
6. **NAME OF COMPANY** : **MAHARASHTRA FOUNDRY, NASHIK**  
**MFG.PRODUCT** : **CAST IRON CASTINGS**  
**DESIGNATION** : **PERSONAL & EXCISE ADMN.OFFICER**  
PERIOD : 3 YEARS
7. **NAME OF COMPANY** : **KOYNA ENGINEERS, NASHIK**  
MFG.PRODUCT : TRANSFORMER  
**DESIGNATION** : **DESPATCH CLERK-CUM-TYPIST**  
PERIOD : 6 MONTHS
8. **NAME OF COMPANY** : **HARAK PATIL CONSTRUCTIONS (NASHIK)**  
**DESIGNATION** : **SITE ADMINISTRATION CO-ORDINATOR**  
PERIOD : 2 YEARS

**NATURE OF WORK DONE ( IN THE ABOVE SR.NO.5, 6, 7 INDIAN EXPERIENC )**

*Timekeeping / Monthly Salary Statement/Maintenance of Factory & Supervision of Housekeeping.  
Factory Law/ Excise & Customs Matters, Legal Matters, Show Cause Notices of Excise/  
Documentation of Export & Import Billing, Shipping Papers in Co-ordination with the Excise &  
Customs Inspectors. Preparation of Excise Invoice / Sales Invoices of Goods for Despatch.  
Salary Statement of more than 200 workers on Computer or Manually. Logistic & Transport/  
Dispatch of finished product (electronic instruments,power sector instruments, Metal detectors)*

**TOTAL EXPERIENCE IN GULF & INDIA-----15 YEARS.**

I HOPE SIR,MY ABOVE EXPERIENCE, QUALIFICATION ARE IN LINE WITH YOUR REQUIREMENTS. IF GIVEN A CHANCE I SHALL PROVE MY BEST.

THANKING YOU

R.F.NORONHA