

SARATH PRASAD

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Dubai, UAE



OBJECTIVE

Secure a challenging position in Supervision/Facility coordination/ Office Administration /Sales/ Transport Coordination with a reputed organization where my education & experience will be utilized for mutual benefit.

EXECUTIVE SUMMARY

- Have excellent communication, convincing, negotiation, influencing & interpersonal skills.
- Equipped with the interpersonal, analytical, and organizational skills necessary to direct, train/prioritize and motivate the team to meet the objectives.
- Skillful in diagnosing, understanding & handling customers' / clients' needs or wants and resolving their issues with ease.
- Can handle multiple tasks effectively and very much flexible with time.
- Expert in handling people of diverse nature, and renowned for being an excellent team player.
- Time management

ACADEMIC QUALIFICATIONS

- Graduation (Bachelor of Arts)
- ITI (Electrical & Plumbing)
- Higher Secondary Education
- SSLC AT MVHSS School in India

PROFESSIONAL TRAINING

- **DPS** (Department of Protective System issued by Dubai Police General H.Q)
- **SIRA (Security Industry Regulatory Agency, Govt. of Dubai)**
- **Basic Life Support (FIRSTAID training).**
- **FIRE SAFETY** training from DPS.
- **POD (People of Determination Training from Dubai Police Academy)**

EXPERIENCE



Company :
World Security (DP-WORLD) – Dubai, UAE.

Location : Dubai Maritime City

Period : 2019- Present
Designation : Supervisor

Location : P&O Marinas (DP World)

Period : 2017-2019
Designation : Supervisor

Location : Hamriya Port and Dubai Customs

Period : 2012-2017
Designation : Supervisor & FM Coordinator

JOB PROFILE & SKILLS: Supervisor & FM Coordinator

- Provide administrative support to the office.
- Store and retrieve data on computer.
- Review and answer correspondence on behalf of the company.
- Conducting monthly review with subordinates
- Prepare and Execute Risk assessment on location basis
- Site inspection and reporting
- Manpower deployment and Duty Schedule
- Transport coordination
- Managing Conveyance of employees
- Well versed with Micro Soft Office Suite (Word, Excel & PowerPoint)

Coordination & Direction :

- Incident and accident report coordinating with Dubai Police & CID
- CCTV (DP World CCTV Engineering Department)
- NEDA (Dubai Police Telephone Communication)
- DM (Dubai Municipality)
- DCD (Dubai Civil Defense)
- Traffic Control Management (Dubai Maritime City)
- OTIS (Elevator Service)
- DOTS (BMS)
- IMDAAD (Facility)
- OLEANDER (Internal Plant Service)
- DEWA
- HITECH (ATM Service)
- ABDULLAH HAIDER (Auto Genitor Service)

**Company :****Windex Earth Movers, Kerala, India**

Designation : Supervisor

Period : 2011-2012

JOB PROFILES: COORDINATION

- Maintain sales records and prepare sales reports
- Prepare and execute sales plans and strategies
- Process orders and follow up on order acknowledgement with customers
- Attending meetings of marketing and sales teams

PERSONAL DETAILS

Name : SARATH PRASAD**Date of birth** : 29-11-1991**Nationality** : Indian**Language** : English/ Hindi/ Tamil/ Malayalam**UNITED ARAB EMIRATES DRIVING LICENSE****DETAILS****Type:** Manuel License**No:** 4005365**Place of Issue :** Dubai**Issue Date :** 22/02/2020**Expiry date:** 22/02/2027**Passport Details**

Passport No. : J6371663

Place of issue : Trivandrum

Date of issue : 30-05-2021

Date of expiry : 29-05-2031

DECLARATION

I hereby declare that the above stated particulars are correct to the best of my knowledge and belief.

SARATH PRASAD