

**Biju G Vincent**

**Mob: +968 98490666 / +91 7276446287**

**Email: [biju.grg@hotmail.com](mailto:biju.grg@hotmail.com)**



**Objective:-**

To invest my professional expertise and personal attributes towards the organizational goal and progress in my professional and personal life.

**Total experience: 32 years (22 years in Indian Army (AMC), 10 years in GCC Countries, Iraq & Libya)**

**❖ Camp Boss cum Accommodation Supervisor**

**M/s Galfar Aspire Ready Mix LLC - Muscat (From May 2017 to Still Continue)**

Manpower strength of Camp 550 Nos. (Including Nationals & Expatriates)

**Duties & Responsibilities**

- Ability to prepare the Camp related reports.
- Ability to solve problems for any employee related.
- Strong personality with leadership character
- Monitoring and Guide line for Camp clinic
- Security supervision (as per company guidelines)
- Transportation arrangements for employees.
- Information provider to the new arrivals about the company timings/mess timings or any other schedule like shopping etc.
- Total welfare for Staff/workers
- Arranging of event management
- Waste management
- Excellent camp management skills and ability to increase workers satisfaction.
- Extensive experience in administrative procedure.

## ❖ **Camp Boss**

### **M/s Sharpoorji Pallonji Iraq in 3 Years (From Nov 2012 to August 2015)**

Manpower strength of Camp 700 Nos. (Including Nationals & Expatriates)

#### **Duties & Responsibilities**

- Responsible for overall management of Camp Virgil Tate
- Responsible for assuring that the camp is in compliance with federal, state and local regulations including but not limited to workers compensation, health department, fire marshal, OSHA, etc.
- Manage camp funds including purchasing activities, procurement and approval for payment of all invoices, collecting camp fees, making deposits, and keeping accurate financial records
- Create and or revise policies and procedures for camp management
- Work collaboratively with funding entities including the county commission, grantors, etc.
- Assume responsibility for group check-in and check-out procedures
- Supervise the menu preparation and food service operation.
- Responsible for maintaining the schedule of events at the camp.

## ❖ **Camp Boss cum Accommodation Supervisor**

### **M/s Sharpoorji Pallonjiqatar WLL Qathar 2 Years (From Nov. 2010 to Nov. 2012)**

Manpower strength of Camp 700 Nos. (Expatriate employees only)

#### **Duties & Responsibilities**

- Verify and check compliances of camp on a day to day basis.
- Camp Administrations
- Planning & Implementation of camp related activities.
- Cost Control of Camp and Clinic
- Local Purchase for minor furniture etc., as per company norms.
- Rooms allotments as per company procedure
- Accommodations for new arrivals
- Checking rooms every day ( Anybody absent or sick) keep record
- Any sick person arrange medication/transportation (If required)

- Supervision for Housekeeping (Cleaning of toilets, corridors, surrounding etc.)
- Keep record for water tanker (If buying from outside) otherwise meter reading on weekly basis.
- Disposal of sewage water and maintain proper record if tanker hire-in.
- Supervision of Staff/Workers Canteen
- Co-ordination with Admin. Dept. for new arrivals/departures
- Camp Maintenance

#### ❖ **Camp Boss cum Accommodation Supervisor**

**Sharpoorji Pallonji Libya LLC 1 Year (From Nov 2009 to Aug. 2010)**

Manpower strength of Camp 700 Nos. (Including Nationals & Expatriates)

#### **Duties & Responsibilities**

- Keep record for water tanker buying from outside
- Disposal of sewage water and maintain proper record if tanker hire-in.
- Supervision of Staff/Workers Canteen
- Co-ordination with Admin. Dept. for new arrivals/departures
- Camp Maintenance

#### ❖ **Camp Boss cum Male Nurse**

**M/s Sharpoorji Pallonji LLC Dubai, 1.5 Year (From Aug 2008 to Dec 2009)**

Manpower strength of Camp 1000 Nos. (Expatriates employees only)

#### **Duties & Responsibilities**

- Verify and check compliances of camp on a day to day basis.
- Camp Administration
- Planning & Implementation
- Cost Control
- Local Purchase for soft furniture etc. as per company norms
- Rooms allotments as per company procedure
- Accommodations for new arrivals
- Checking rooms every day ( Anybody absent or sick) keep record

- Any sick person arrange medication/transportation (If required)
- Supervision for Housekeeping (Cleaning of toilets, corridors, surrounding etc.)

### ❖ **Administration with different Military department in India for 22 years**

- Implementations of standing orders rules & maintain office systems and discipline
- Responsible to handle the daily task of the department
- Responsible for providing secretarial services to the head of department
- Provides administrative support to the team members and department
- Preparing purchase order and invoice for purchase of office items
- Maintain a proper record of several transactions in the database and time sheet
- Help and support the staffs to perform efficiently.

### **Educational Qualification / Personal Details**

- ✓ Pre degree certificate
- ✓ Secondary School Certificate

### **Technical Qualification**

- ✓ Graduation from Army Corps -Indian Army
- ✓ General Nursing Class 1 from Indian Army

### **Safety and Security**

- Certificate Course: Security Training Certificate from Indian Army able to handle automatic weapon and small arms & LMG etc.
- Trained in Fire Fighting and fire prevention from SP Intl. Dubai UAE.

### **Computer Literacy**

- ✓ Micros Soft office

### **Language**

- ✓ English, Hindi, Malayalam, Arabic and Tamil

**Personal Details**

Nationality : Indian  
Gender : Male  
Date of Birth : 08 March 1969  
Religion : Christian  
Marital status : Married  
Passport No. : L4258015  
Date of Issue : 19/08/2013  
Date of Expiry : 18/08/2023  
Place of issue : Baghdad

**HOME ADDRESS**

D 609 Kingston Aura  
Handewadi Road, Hadapsar  
Pune, Maharashtra - **INDIA. PIN 411028**

**Email id-**

[biju.grg@hotmail.com](mailto:biju.grg@hotmail.com)

**WhatsApp**

**0091 7276446287**

**Declarations**

I hereby declare that the information provided here is fully accurate to the best of my Knowledge & belief. Also I do assure that if an opportunity is given to me to serve your organization, I shall deliver my duties most sincerely and to the best of my knowledge and to the most satisfaction to the superiors and clients.


Biju George Vincent

Date : ( )

# ARMED FORCES MEDICAL SERVICES



## GRADUATION CERTIFICATE

1. This is to certify that No. 13967744-N Rank Heavy Havildar  
Name Bijee G Vincent was enrolled in the Indian Army on  
31 Mar 1986 and is being retired from Service on 01 Apr 2008. He  
will be completing 22 Years of service at the time of his retirement.  
His specimen signature is affixed in the box.   
The education qualification of hinn at the time of enrolment  
was GCE and his date of birth as per his service  
document is 08 Mar 1969.

2. In terms of Govt. of India, Ministry of Personnel, Public Grievances and Pension (Dept of Personnel & Training) letter No. 15012 8/82/ Est (D) dt. 12 February 1986, an Ex-serviceman who has put in 15 years of service in the Armed Forces and having minimum qualification of Matriculation/Army Special Certificate Examination may be considered for appointment to the posts for which the essential qualification prescribed is Graduation.

3. Under the provision of the above Govt. of India letters since he has  
put in more than 15 years of service and having qualification GCE he may  
be considered as eligible candidate for appointment to any reserved vacancy having educational  
qualification as 'GRADUATION'. For this purpose he may be  
considered as a "GRADUATE", for which this graduation certificate is being issued under my seal.

Authority : The Gazette of India notification No 9, New Delhi.  
Saturday, March 1, 1986/Phalguna 10, 1907, Part II Section  
3-Sub Section-(1).

31 Mar 2008  
Office Seal

  
Coy Commander  
For Commanding Officer

GAR-136779-1154/20

Date: 01-11-2020

**STILL WORKING CERTIFICATE**

**TO WHOMSOEVER IT MAY CONCERN**

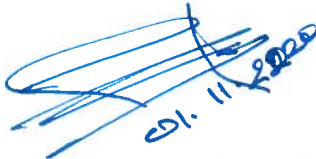
This is to certify that **Mr.Biju George Vincent**, holder of Indian Passport No L 4285015 worked as **Camp Boss** in Galfar Aspire Ready Mix LLC from 22<sup>nd</sup> May 20017 to still continue, with fullest of our satisfaction.

He is a highly professional in approach and having very good job knowledge. He is amiable in nature and having very good character.

We wish him every success in future

Yours faithfully,

For GALFAR ASPIRE READYMIX LLC



**Humaid Hamood Al Jabri**

**Manager- Human Resource & Administrations**

