

Muhammed Shanu

Linc Facility Services MENA (wll)
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OBJECTIVE:

To achieve greater heights in a challenging environment that provides the constant update of the knowledge sphere and scales the talent with recognition.

GRADUATION:

- ❖ **Bachelor's Degree in Information Technology (BIT)** from Manipal University, May 2003.

WORK EXPERIENCES IN GULF COUNTRIES:

1. M/s. LINC FACILITY SERVICES MENA (WLL) An ABM Company

Doha, Qatar.

Dec 2021 – Till Date



Project: HAMAD INTERNATIONAL AIRPORT, DOHA - QATAR

Designation : Office Administrator



PROJECT DESCRIPTION:

Link Facility Services is a private company operating within the Commercial and Professional Services sector focusing on Environmental and Facilities Services. Link Facilities Services is based in Doha.

The Linc Group is an award-winning provider of integrated facilities management, HVAC and building systems services, lighting and electrical solutions, and other support services to thousands of commercial, government, and residential clients worldwide. We are also a premier provider of comprehensive green solutions designed to help commercial clients attain LEED and ENERGY STAR certification, as well as help residential clients dramatically lower their energy usage and utility bills. Link Facilities Services is an ABM Company.

ABM (NYSE: ABM) is a Fortune 500 company and leading provider of facility solutions with offices throughout the United States and various international locations. ABM's comprehensive capabilities include janitorial, electrical & lighting, energy solutions, facilities engineering, HVAC & mechanical, landscape & turf, mission critical solutions and parking, provided through stand-alone or integrated solutions. ABM provides custom facility solutions in urban, suburban, and rural areas to properties of all sizes - from schools and commercial buildings to hospitals, data centers, manufacturing plants and airports. ABM Industries Incorporated, which operates through its subsidiaries, was founded in 1909.

➤ Duties and Responsibilities:

- ❖ Aiding staff, managers and senior – level officers as needed.
- ❖ Coordinate communications to different staffs and departments.
- ❖ Perform administrative and clerical duties such as filing, answering phone calls and responding to emails.
- ❖ Preparation and Submission [Headcount & Staff Numbers](#) (Actual & Planned) shift-wise to [Hamad International Airport \(HIA\)](#) every day.
- ❖ Preparation of [MOI \(Ministry of Interior\) applications](#) for [MOI pass](#) to enter the staff inside the [Hamad International Airport \(HIA\)](#).
- ❖ Online & Offline requesting for [Asset Moves](#) to [Hamad International Airport \(HIA\)](#) Security Office. After approval collects the documents from the Reception Desk and submits them to Captain's office for final approval.
- ❖ Online & Offline requesting for [Induction Training](#) getting Construction Pass for our staff and Sub-Contractors because they need construction pass for entering & work in the construction area of [Hamad International Airport \(HIA\)](#).
- ❖ Applying for [Vehicle Pass](#) to enter the Air side and Land Side area in the [Hamad International Airport \(HIA\)](#).
- ❖ Organize and update contact information for members and partners.
- ❖ Ensure conference rooms and other meeting spaces are prepared prior to use.
- ❖ Plan meetings and take detailed minutes.
- ❖ Preparation of presentations, spreadsheets, and reports.
- ❖ Drafting correspondence and other documents.
- ❖ Distribute email, correspondence memos, letters, faxes, and forms.
- ❖ Maintain office records and files.
- ❖ Collecting and distribution of letters and correspondent from/to concern department.
- ❖ Supervising administrative staff and dividing responsibilities to ensure performance.
- ❖ Track stocks of office supplies and place orders when necessary.
- ❖ Update and maintain office policies and procedures.

2. M/s. SAUDI BUILDING TECHNIC MAINTENANCE CO. LTD.

Riyadh, Saudi Arabia.

Oct 2014 – Aug 2020



Project: **AL IMAM MUHAMMED IBN SAUD ISLAMIC UNIVERSITY, K.S.A.**

Designation : Office Administrator

PROJECT DESCRIPTION:

The AL Imam University project is considered as one of the maintenance projects in Riyadh, K.S.A. "SBTMC" is the main contractor for

- ❖ URA Rehabilitation of Students Residential Area (81 Buildings & Site Development)

- ❖ Maintenance Area of URA (Demolishing work of Dining Hall & Students House)
- ❖ Phase-V (Rehabilitation of University Staff Housing Area)
- ❖ Maintenance of Female College Area
- ❖ Maintenance Area of Academy for Male (Construction of 5 Academic Warehouses & Demolishing work of Dining Hall)
- ❖ Maintenance Area of Network (Construction of 6 Central Warehouses)

➤ **Duties and Responsibilities:**

- ❖ Providing administrative and clerical services to ensure effective and efficient operation.
- ❖ Drafting correspondence and other documents.
- ❖ Distribute email, correspondence memos, letters, faxes, and forms.
- ❖ Preparing reports
- ❖ Maintain office records and files.
- ❖ Collecting and distribution of letters and correspondent from/to concern department.
- ❖ Supervising administrative staff and dividing responsibilities to ensure performance.
- ❖ Organizing, arranging, and coordinating meetings.
- ❖ Track stocks of office supplies and place orders when necessary.
- ❖ Update and maintain office policies and procedures.
- ❖ Submit and reconcile expense reports.
- ❖ Provide general support to visitors.
- ❖ Handling external or internal communication or management systems.
- ❖ Assist colleagues whenever necessary

3. M/s. AL BADDAD CAPITAL. Jebel Ali, Dubai.

May 2012 – Jul 2013

Designation: Administrative Assistant



PROJECT DESCRIPTION:

AL BADDAD Engineering to support the governmental and private construction sectors as well as infrastructure. The company specializes in the production of Steel, Aluminum and Glass, the backbone, and the basis of support for all industries and construction. It also designs steel and aluminum structure for buildings, facilities, halls, warehouses, and others, adopting the latest advance technological machinery in the world of manufacturing and accompanied by a qualified professional team. AL BADDAD to supply the requirements of the tents from the royal family that time and other official authorities in addition to the individual clients. Continued by the second generation of AL BADDAD who manage the company and develop it according to the highest world standardization that made AL BADDAD RANKED number one worldwide.

➤ **Duties and Responsibilities:**

- ❖ Providing administrative and clerical services to ensure effective and efficient operation.
- ❖ Drafting correspondence and other documents.

- ❖ Distribute email, correspondence memos, letters, faxes, and forms.
- ❖ Preparing reports
- ❖ Maintain office records and files.
- ❖ Collecting and distribution of letters and correspondent from/to concern department.
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- ❖ Provide general support to visitors.
- ❖ Handling external or internal communication or management systems.
- ❖ Assist colleagues whenever necessary

4. M/s. CONSPEL QATAR W.L.L. Doha, Qatar.

Dec 2007 – Jan 2011

Project : THE PEARL QATAR, DOHA - QATAR

Designation : Administrative Assistant



PROJECT DESCRIPTION:

The pearl Qatar project is considered as one of the prestigious projects in Qatar. "J&P Overseas Ltd." is the main contractor for

- ❖ CP/2-1: The Pearl Qatar Roads and Infrastructure Works.
- ❖ CP/10-1: Design and Construction of Qanat Quartier precinct (1027 Apartments & 188 Town Houses) & 31 Villas in La Plage & Bahriya Precincts
- ❖ CONSPEL QATAR W.L.L. is the MEP Division of J&P

➤ **Duties and Responsibilities:**

- ❖ Providing administrative and clerical services to ensure effective and efficient operation.
- ❖ Drafting correspondence and other documents.
- ❖ Distribute email, correspondence memos, letters, faxes, and forms.
- ❖ Preparing reports
- ❖ Maintain office records and files.
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- ❖ Handling external or internal communication or management systems.
- ❖ Assist colleagues whenever necessary

WORK EXPERIENCE IN INDIA:



1. M/s. REGIO FOODS PRIVATE LTD.

Kollam, Kerala - India

Oct 2020 – Oct 2021

Project: FOOD PRODUCT MANUFACTURING AND EXPORTING TO UK AND U.S.A.

Designation : Office Administrator

PROJECT DESCRIPTION:

Regio Foods Private Ltd. is a reputed food product manufacturing and exporting company based in Ernakulum, Kerala.

➤ Duties and Responsibilities:

- ❖ Responsible for the management on all operational related activities and leading the production team.
- ❖ Timely availability of raw materials, packing materials, etc.
- ❖ Planned maintenance schedule of equipment yields.
- ❖ Shipments and interaction with all concerned external agencies.
- ❖ Created a skilled team for running a Food Processing Unit and generated the best bakery products, Spices, Flour items for food, etc. by controlling production.
- ❖ Strictly followed and maintained a Good Manufacturing Practices (GMP) in the Food Industry.
- ❖ Design daily operational programs that produce organizational objectives.
- ❖ Providing administrative and clerical services to ensure effective and efficient operation.
- ❖ Drafting correspondence and other documents.
- ❖ Distribute email, correspondence memos, letters, faxes, and forms.
- ❖ Preparing reports
- ❖ Maintain office records and files.
- ❖ Collecting and distribution of letters and correspondent from/to concern department.
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- ❖ Handling external or internal communication or management systems.
- ❖ Assist colleagues whenever necessary

TECHNICAL SKILLS:

- ❖ MS Office Applications including Project, Excel, Word, PowerPoint & Oracle Forms 10g, Oracle sql & pl/sql.

COMPUTER SKILLS:

- ❖ MS Office Applications including Project, Excel, Word, PowerPoint & Oracle Forms 10g, Oracle sql & pl/sql & Primavera Scheduling Software.

STRENGTHS:

- ❖ Good Analytical Skill, Self-motivated & Consistent.
- ❖ Innovative and Inventive.
- ❖ Excellent Presentation & Communication skills.

PERSONAL DETAILS:

- ❖ Date of Birth : 07th May 1982
- ❖ Gender : Male
- ❖ Father's Name : E Muhammed Shereef
- ❖ Languages Known : English, Hindi, Malayalam
- ❖ Nationality : Indian
- ❖ Religion & Caste : Islam, Muslim
- ❖ Marital Status : Married
- ❖ Number of Dependents : 2
- ❖ **Contact No. in India** : **+91 – 80789 99809 / 97441 24469**

PASSPORT DETAILS:

- ❖ Passport Number : V 3069675
- ❖ Date of Issue : 16-11-2021
- ❖ Date of Expiry : 15-11-2031
- ❖ Emigration Status : Emigration Check Not require (ECNR)

DRIVING DETAILS IN K. S. A.:

- ❖ License Number : 2374010177
- ❖ Date of Issue : 29-06-2020
- ❖ Date of Expiry : 06-05-2025

DECLARATION:

I declare that the above particulars are true, correct, and complete to the best of my knowledge. I am also confident of my ability to work in a team.

Date :
Place : Doha - Qatar

Muhammed Shanu
(Office Administrator)

(References: Provided if Required)