



NOUFAR ABDUL RUBB

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Targeting Assignments as Site Manager - Cleaning / Hygiene, Training Manager / Cleaning & Food Hygiene Manager, Internal Auditor - Quality Assurance

PROFESSIONAL SUMMARY

Accomplished professional over 21 years of success in Training Management, Cleaning Supervision, Admin & Finance and Quality Control. Hands on experience in ensuring all staff have continuous training and understanding of current standards with the goal of delivering an exceptional service every time. Excellent communicator in multiple languages who liaise with all categories of staff. Capable decision maker and multitasker, implementing analysis and critical thinking to evaluate cleaning performance and predict issues before they arise.

AREAS OF EXPERTISE

- Trainer for Cleaning Operatives, Housekeepers, Supervisors
- Internal Auditor
- Supervisor cleaning service
- Manager and Trainer Food Hygiene Dept.
- Quality Controller
- Administration & Finance officer
- Program coordinator
- Bilingual Expert
- Excellent speed in English and Arabic typing (40 WPM)
- Well versed in MS Office Applications, Use of the Internet, Windows, Excel and Powerpoint.

CAREER TIMELINE



AWARDS & ACHIEVEMENTS

- ❖ ISO 9001:2000 Internal Quality Auditing (2008)
- ❖ ISO 9001: 2008 Quality Management System (2009)
- ❖ Level 1 Award in Food Safety awareness in catering (2008)

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- ❖ Level 2 Award in Principles of HACCP (2014)
- ❖ Level 3 Award in Principles of HACCP (2016)
- ❖ Level 4 Award in Food Safety Management of HACCP (2017)
- ❖ Awareness Training Program on ISO 14001:2004 (2009)
- ❖ Basic Level training on Aircraft cleaning 'VIZEXON' (2009)
- ❖ Baggage Handling / Ramp Safety Course – Oman Air (2010)
- ❖ DGR Awareness Course – Oman Air (2010)
- ❖ Fire warden course – TATI (2017)

- ❖ "Employee of the Month" award from Oman International Group LLC. (2005)
- ❖ "Certificate of Appreciation" award from Oman International Group LLC (2010)

➤ **Rajakumari Group private Ltd.**

Designation: **Quality & Training Officer**

Duration: From **May 2018 to June 2022**

Job Responsibilities / work profile

- Coordination and briefing for all sections
- Site visits and reporting.
- Training on Hygiene, Cleaning, Security and Staff motivation.

➤ **Crescent Edu villa, Azhicode, Trivandrum.**

Designation: **Administration & Finance Officer**

Duration: From **July 2017 to April 2018**

Crescent Edu villa is an educational group. It includes Kids Park, Primary school, High school and College for girls.

Job Responsibilities/ Work Profile

- All administrative works with proper planning,
- Purchase
- Coordination for all meetings and programs
- Training and supervision for housekeeping
- Finance control and coordination

➤ **Oman International Group SAOC (OIG), Sultanate of Oman**

Designation: **Training Manager**

Duration: From **June 2003 to May 2017**

Oman International Group (OIG) has been at the forefront of the support services sector in Oman for the past 48 years specializing in contract cleaning, Landscaping, Pest control, Merchandising and catering services. The company is registered with the Ministry of Commerce & Industry as an Excellent Grade Company and employs over 6000 staff; OIG was one of the 1st organizations to be awarded the ISO 9001:2000 for its constant endeavor towards Quality & Customer Satisfaction.

Job Responsibilities/ Work Profile

- An expert as a Quality Manager to one of OIG's most prestigious sites, Petroleum Development of Oman (2006-2007)
- Conducted 'Basic Induction' course for all staff of the company
- Conducted training on 'Basic Cleaning Skills' for all staff under cleaning division
- Conducted training on 'Advance cleaning skills Part 1 & 2' for selected staff in cleaning division
- Conducted training on 'Basic Food Hygiene for all staff under catering division
- Conducted training on 'Driver's Training Program' for all drivers
- Conducted training on 'Supervisors skill' for supervisors & lead – hands
- Liaising with Operations Department to ensure that all sites are in total compliance with our cleaning standards
- Conduct regular inspection on site to ensure that all safety and quality standards are maintained.
- Conducted refresher training on all various topics at all sites periodically

➤ **AL AJWAKH TRADING LLC, WADI KABIR, OMAN**

Designation: **Purchasing Officer/ Assistant Admin Manager**

Duration: From **AUG 1998 to APR 2003**

Job Responsibilities

- All public relation services related to the staff including documentation
- Drafting letters and other necessary correspondence.
- Managing Purchases
- Quotation preparation, Verify order and supply
- Billing & Documents control

➤ **RAS AL HAD TRADING & CONSTRUCTING, SUR, OMAN**

Designation: **Office Assistant / Typist**

Duration: From **AUG 1996 to JUL 1998**

Job Responsibilities

- Responsible for all correspondence in Arabic & English
- Managed documents related new visa, renewal and labor card
- Liaised with other department for Human Resource related activities
- Kept track of all Rent A Car activities

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➤ MAHARAJ COLLEGE- ATTINGAL-KERALA-INDIA

Designation: **Arabic Language Teacher**

Duration: From **APR 1993 to JUL 1996**

Job Responsibilities

- Acted as Vice Principal
- Responsible for overall Administration
- Arabic Teacher

EDUCATIONAL QUALIFICATION

- Bachelor Degree in Arts (History & Arabic), Calicut University- Kerala- India
- Attended an advanced study course in Arabic Language and theological studies in a private college- in Kerala- India.

OTHER QUALIFICATIONS

- ❖ Short Term Diploma in Computer Application
- ❖ Typewriting English from Govt. of Kerala- India
- ❖ Typewriting Arabic

- ❖ Read, write & speak Arabic & English fluently.
- ❖ Speak Hindi fluently.

- ❖ Holding Driving License of light vehicle from Oman and India.

Nationality : Indian

Address in India : Shahinas Sadanam,
Njarayilkonam (POST) Madavoor – Pallickal,
Thiruvananthapuram, Kerala - India
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Visa status : Visit visa

Date of Birth : 17- 05 -1971

Marital Status : Married

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