

SHAHUL HAMID ABUBACKER

+971-50-4746154

s.hamid313@yahoo.com



30+ years of Managerial experience in Administration, Operations, Sales, Property Management and Logistics spread over industries related to Hospitality, Mining, Exports and Education industry with local and international organizations located in UAE and India.

I consider myself to be a result oriented person with a positive attitude. My positive traits are a compliment to my leadership skills, contemplative decision making, business coordination, interpersonal skills and negotiation skills. I possess excellent written and verbal communication which is a compliment to my traits. Having a good understanding of the work environment in the UAE, I am seeking a challenging, interesting and aspiring position with a company where I will be able to utilize my skills to enhance the framework of the organization.

Work experience

Bilva Indian School, Al Qussais, Dubai

Head of Administration and Resources

November 2013 till date

Employed as Manager – Administration, promoted to Sr. Manager Administration in 2015 and to Head of Administration and Resources in January 2017.

(This is a prestigious Indian school managed by Rudra institute management FZ LLC, which is part of KLE Society, India, a renowned educational trust having more than 250 institutions in India)

JSS International School, Al Barsha, Dubai

ADMINISTRATION MANAGER

December 2011 till October 2013

(This is a prestigious Indian school under The JSS Education Foundation, UAE, which is part of JSS Mahavidyapeeth, India, a renowned global educational trust having more than 300 schools and Universities in India, Malaysia and UAE)

The Oxford School, Muhaisnah, Dubai

ADMINISTRATION MANAGER

January 2010 – November 2011

(This is a prestigious British curriculum school which is part of The Iqra and Gama Group owning many schools, contracting and engineering companies in the UAE and India)

EduLink Consultant, Dubai, UAE (AIP for University of Pune - UAE Campus)

OPERATIONS MANAGER

May 2008 – December 2009

(Establishment headquartered in Dubai, with branches in UK, Middle East and Africa; provides the infrastructure and support to Universities who wish to set up their base across the regions where they have our branches.)

ABM MINERAL COMPANY, Gujarat, India

PLANT OPERATIONS MANAGER

July 2004 - March 2008

(Rapidly growing company established in 2004, trading in iron ore, headquartered in Mumbai, India and has a crushing plant at Gujarat, India, supplies iron ore to various steel plants in Gujarat and other parts of India)

SBJ MINING & MINERAL COMPANY, Karnataka, India**PURCHASE MANAGER****May 1999 – June 2004**

(Export house headquartered at Mangalore, Karnataka, with branches at Bellary, Hyderabad, Bhubaneswar and Mumbai; exporting iron ore, commodities and garments etc)

MARZBAN AND SONS, Mumbai, India**DEPUTY MANAGER****June 1993 - April 1999**

(Hospitality Company, one of the oldest catering company's set up in 1938 catering to the general public traveling on the Indian Railways.)

M/S MASCARENHAS NARONHA & SONS, Mumbai, India**ASSISTANT MANAGER****July 1985 - May 1993**

(Reputed railway catering contractor established in 1882 specialized in catering to the public traveling on the Indian railways)

Work Profile

- Reporting to the CEO / Principal / Board of Directors and contributing as a SLT member with active involvement in the strategic planning, sales, marketing, purchase, transport operations, recruitment, staff turnover, facility management, and the day to day management of the schools operations, providing support to the management and ensuring that performance is measured and continuously improved to the set benchmarks to benefit all stake holders. Active member of the school governing body as a school staff member.

- ✓ Leading a team of 15 members and 50 support staff to assure the administration and management systems and processes are functional as per the organization's guidelines and policies.
- ✓ Monitor Admissions, and interact with parents for suggestions and feedback. Relay the same to management with the solutions possible.
- ✓ Work with team on strategic planning for increasing sales and revenue.
- ✓ Coordinate advertisement plans, designs and budgets.
- ✓ Coordinate with the HR to recruit staff, validate attendance, absence and leave to make the salary statements
- ✓ Liaison with different government departments like KHDA, DCD, DHA, DM DED for various permits and licenses.
- ✓ Coordinate the maintenance of all school property, utilities, services for teaching, the maintenance and repairs, promptly providing emergency maintenance for any issues with staff, student within the campus premises.
- ✓ Coordinate for purchase and finalization with the vendors to ensure timely supply of requirement of equipment's and supplies for the smooth function of the school.
- ✓ Responsible for coordinating of issuing and renewal of staff visas and work permits, OHC, RTA cards, etc.
- ✓ Coordinate to predict the requirements and recruit teaching and non-teaching staff from UAE and India.
- ✓ Coordinate the logistics for visiting dignitaries from various global destinations.
- ✓ Monitor the Transportation of students and staff safely and timely.
- ✓ Ensure timely receipts of dues and payables of invoices in accounts office.

- ✓ Liason and appear if necessary before Ministry of Labour / immigration related to staff legalities.
- ✓ Good knowledge of UAE labour laws and immigration process.

Key Achievements

- Responsible for continuously receiving good and outstanding ratings from KHDA inspection team for health & safety, hygiene and transportation in the schools.
- Was part of team where schools improved ratings to good from KHDA.
- Responsible for successfully solving issues with teamwork.
- Successfully streamlined and revamped the vendor system and set up a network for supply chain and logistics to improve supply and reduce costs.

EDUCATION

Bachelor of Commerce from Calicut University.

KEY IT SKILLS

MS Windows (MS Word, MS Excel), Outlook, Internet.

PERSONAL DETAILS

Date of Birth: 22/10/1963 | **Marital Status:** Married | **Nationality:** Indian

Visa status: Employment Visa | **Driving License:** Valid UAE license

Languages: English, Hindi, Marathi and Malayalam

References

1. Mr. Christopher Green
Head Consultant
Gulf Education Services
Email:- Chrisgreenofelms@gmail.com
Mobile: +44 7785248606

2. Mr. Stuart Dobson
Senior Education Consultant
Email: - dobsonstuart@hotmail.com
Mobile:- +44 7714358085

3. Dr. Bogusia Mayusiak Varley
Principal, Bilva Indian School
AL Qussais, Dubai.
Email:- bmatusiakvarley@gmail.com
Mobile:- +447711751105

4. Clara R Martin
Principal, Bilva Indian School
AL Qussais, Dubai.
Email:- clara.mtn@gmail.com
Mobile:- +971509811756