



# Madeenath Abdul Sudheer

## Contact

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## Skills



Seasoned operations Manager with multiple years of expertise in organizing business operations, financial oversight and resource management to achieve smooth flow and project operations. Hands on experience in Vendor Management and People Management. Monitored projects in line with budget. Providing adequate manpower to the sites to have seamless operations.

Adaptable Office Administrator with 13 years of experience with wide range from factory transportation, Maintenance to Factory Safety. Additional experience in assisting tender department executives and coordinating tender closing.

## Work History

2019-08-	<b>Project Manager-Operations</b>
2021-10	Forbes Facility Services Pvt Ltd., Chennai, Tamil Nadu, India
	<ul style="list-style-type: none"><li>Completed project in time with cost and key milestone.</li><li>Estimated project costs in line with key milestones.</li><li>Initiated projects, managed costs, and monitored its performance.</li><li>Implemented new innovative mechanics applied and improved project efficiency.</li><li>Identified plans and resources required to meet project goals and objectives.</li><li>Drove team success through shared vision and recognition of quality performance.</li><li>Recruited required manpower to achieve performance and quality targets.</li><li>Tracked project and team members performance on daily basis and corrective action is taken for any deviation..</li><li>MIS to CEO &amp; Management</li></ul>
2007/05-	<b>Office Administrator</b>
2017/09	Construction Development Company, Doha, State Of Qatar
	<ul style="list-style-type: none"><li>Maintained facility grounds, equipment and safety compliance.</li><li>Developed and oversaw budgets for facilities and worked within the budget.</li><li>Assisted Tender Manager in project implementation, materials procurement, contract preparation and scheduling.</li><li>Directed activities of staff performing repairs and maintenance to equipment, vehicles, and facilities.</li><li>Prepared and updated employees' daily work schedules and resolved delivery problems.</li><li>Planned and supervised shipments from production to end-user and scheduled daily.</li><li>Coordinated dispatching of drivers to accomplish daily delivery requirements.</li><li>Organized records of vehicles, schedules and completed orders.</li><li>Reduced Transport cost by 15% compared to previous years.</li><li>Ensured mock drills (fire) for every work shift is conducted on a regular basis..</li><li>Recognized, documented and advised on removal of hazards.</li><li>Inspected worksites, practices and gear for compliance with established safety standards.</li><li>Responded to any emergencies as instructed and with utmost efficiency</li></ul>

Workflow Planning

Good

Hotel Operations

Excellent

Credit and Collections

Excellent

Software

Staff Management Software

Very Good

MS Office

Very Good

Languages

- ✓ English
- ✓ Hindi
- ✓ Tamil
- ✓ Malayalam
- ✓ French

2003/06-

2005/05

**Duty Manager**

Le Royal Meredien , Chennai, Tamil Nadu ,India

- Initiated plans to improve customer relations, quality standards and service efficiency.
- Responded to customer concerns by providing friendly, knowledgeable support and maintaining composure and professionalism.
- Developed schedules for up to employees per shift.
- Set goals for department and supported employees in meeting expectations.
- Handled employee-related issues to improve performance, professional conduct and attendance reliability.
- Maintained professional demeanour by staying calm when addressing unhappy or angry customers.
- Maintained positive customer relations by addressing problems head-on and implementing successful corrective actions.

1998 /11-

2003/ 03

**Asst.Front Office Manager**

Casino Group of Hotel – Brunton Boatyard ,Cochin, Kerala ,India

EDUCATION

1994/06 -

**Diploma in Hotel Management & Catering Technology**

1998/07

Cannan School Of Catering and Hotel Management  
Chennai , Tamil Nadu ,India.

ACCOMPLISHMENTS

- Designed a company-wide safety awareness program, resulting in 90% reduction in reported injuries.
- Improved client satisfaction ratings by 85 % by implementing monthly feed back report.
- Reduced department operating costs by 25% in 2 months.
- Supervised team of 290 staff members