

PROFILE



BAIJU BABY CHAKO

My Career Objectives:

Looking for a job environment in an esteemed company where I can use my educational qualifications and experience in the field of Logistics Manager to implement my knack for numbers along and natural managerial skills

PERSONAL INFORMATION

Name
Permanent Address
Current Address
Telephone
E-mail
Nationality
Religion
Date of birth
Gender / Marital Status
Passport No./ Visa status
Driving License

BAIJU BABY CHAKO

Nirappuvila (H), Vayala (Po)
Kollam District, Kerala - INDIA

Advanced Facilities Management
Po. Box 44038, Abudhabi
UAE

+971566150754

baijub2008@gmail.com

Indian

Christian

20 MAY 1982

Male / Married

G 1924918/Employment

VALID UAE DRIVING LICENSE

ACADEMIC QUALIFICATION

• Title of qualification awarded
• College
• University
• Period
• Title of qualification awarded
• College
• University
• Period
• Title of qualification awarded
• College

MASTER OF COMMERCE IN ACCOUNTING (M. com)

Catholicate Collage
Mahatma Gandhi university
2004 -2006

BACHELOR OF COMMERCE IN ACCOUNTING (B. com)

Royal Collage
Kerala University
2001-2004

+2, COMMERCE (ACCOUNTANCY WITH COSTING)

GHSS, Vayala

<div>• University</div> <div>• Period</div>	Kerala University 1999 - 2001
<div>• Computer Skill</div>	Tally 5.4 (Accounting program), Excellent in Windows XP, Office programs (Word, Excel, Power points etc), Surfing Internet. Online Supply chain E-requisition, Maintenance CMMS, HR online system, Transportation module and Managers KPI
TECHNICAL SKILL	
<div>• Skills</div>	<div>  An efficient and organized professional with good experience in On shore, Off shore Logistics & Camp Handling. </div> <div>  Good at analytical skills, problem solving and decision making </div> <div>  Hardworking, ethical and survives in a multi-tasking scenario </div> <div>  Good at oral and written communication. </div> <div>  Implementing and maintaining integrated IT system for operations department </div>
TRAINING ATTENDED	
<div>• Training Certificates</div>	<div>  Team & Supervisory skill Development Program –Solomon Solutions (2014) </div> <div>  Management Development Program – Solomon Solutions(2017) </div> <div>  Food Safety Management Systems Training </div> <div>  Fire Fighting Techniques Training. </div> <div>  Fire Warden – ADCO JDA </div> <div>  FMS Office Enterprise 2000 Plus (Ver.2.2 105) </div> <div>  First Aid Awareness Training. </div> <div>  Manual Handling. </div> <div>  QHSE Employee of the Month. </div> <div>  BOSIET OPITO Certificate(OPITO APPROVED COURSE CODE 5700) </div> <div>  H2S Training (OPITO APPROVED COURSE CODE 9014) </div>
WORK EXPERIENCE	
<div>1.Name and address of Organization</div>	ADVANCED FACILITIES MANAGEMENT BBIH, PO.BOX 44038 ABU DHABI (ENEC RUWAI /ADCO/ADNOC/MUSANADA/AWQAF/CMW/HYUNDAI OFFSHORE ETC/CATERING PROJECTS/EDA/ADFSC/NDC RIG/GASCO/RAZEEN CAMP 6000 Residents / MOJUMAAT WORKERS VILLAGE 16000 Residents)
<div>• Post held</div>	LOGISTICS MANAGER (ONSHORE AND OFFSHORE-Transportation/Accommodation /Catering) Mobilization support for new and existing projects Routine transportation plan as per project requirements and Daily coordination to fulfil transportation requirement on demand Costing and tendering support (transportation & accommodation) Monthly cost analysis and reporting & corrective actions Setting Logistic KPI Monthly reports to Management Maintain logistics budget
<div>• Job Tasks</div>	<div>  Recruit and train logistics staffs. </div> <div>  Worked closely with procurement dept. and suppliers to ensure effective cost reduction strategies and implementation plans </div> <div>  Inspect the accommodation to ensure that hygiene and health and safety regulations are met, carrying out risk assessments as necessary </div> <div>  Ensure compliance with company standards and procedures. </div>

- ✿ Maintain metrics and analyze data to assess performance and implement improvements
- ✿ Responsible for the P&L of the Transportation /Accommodation /Catering
- ✿ Review and concealed monthly fuel expenditure report
- Store management /delivery/project supply/asset management etc
- Offshore project weekly shipment / and staff allocation
- Monitor, control and manage business operations to meet customer expectations and company goals.
- ✿ Liaise between customer and management to ensure smooth operations delivery. Coordinate and manage project tasks to ensure project delivery within allotted budget and timelines.
- ✿ Monitor regularly the catering production quality and service standard for smooth operation and instruct the related team leaders if any modification required.
- ✿ Coordinate with client management if there are any catering issues or any suggestions.
- ✿ Involve in all staff recruitment and their evaluation.
- ✿ Prepare mobilization and demobilization planning.
- ✿ Prepare tender documents like staff, menu with cost, rosters, charts, etc
- ✿ Participate in the development and implementation of policies and procedures of the organization and ensure operations are safe and confirming to legislation.
- ✿ Supervise all the operation related training and when needed in coordination with QHSE team.
- ✿ Conduct internal audits on all locations and provide feedback to the management.
- ✿ Supervise employees, allocate tasks, evaluate performance and report to management.
- ✿ Inspect regularly the Conference, Seminar, Restaurant, Site offices and Residential pantry areas.
- ✿ Keep inspection records of operation area like Food & Beverage area, Site Pantries, Laundry, Housekeeping, Catering, Landscaping, Swimming Pool and Sports activity area.
- ✿ Maintain daily the residents check-in & check-out accommodation reports and submit to the camp services department.
- ✿ Instruct the Pests control department if any additional or any emergency services required and keep records.
- ✿ Assign maintenance staffs for their related jobs.
- ✿ Conduct and keep records of monthly HSE meeting, Staff training, Road safety brief, Welfare and Social committee events.
- ✿ Conduct HSE audits in all storage, production and service areas.
- ✿ Prepare project analysis report to finance department by monthly basis
- ✿ Keep records of all the documents related to the operation
- Ensure compliance with company standards and procedures.
- Management of facility services(housekeeping/catering/MEP/Laundry)

• Period

2013 – till Date

1.Name and address of Organization

NATIONAL CATERING COMPANY L.L.C

ABU DHABI COMPANY FOR ONSHORE OIL OPERATIONS **(ADCO)**

Project- Jebel Danna, Al Ruwais

Abu Dhabi, UAE

• Post held

ASSISTANT PROJECT MANAGER

- ✿ Plan, Organize and control operation in a professional manner ensuring prompt, efficient and quality service to the clients including but not limited to food production, service, housekeeping, laundry as per the contractual specifications and in line with superior's instruction
- ✿ Achieve excellence in all areas of service ensuring compliance with company recognized standards.
- ✿ Interact and communicate with clients for day to day activities.
- ✿ Report in a daily basis to the area operations manager.
- ✿ Weekly or daily menu planning for all the food out lets.
- ✿ Control food, non-food and payroll cost and operate within budgeted targets
- ✿ Plan and prepare menus in coordination with Chief Cook and seek client's approval for the changes. Propose and participate in the preparation of new menu as and when required.
- ✿ Daily briefing of staff before starting their duties.
- ✿ Check and ensure the quality of food and beverages supplies, catering services, pantries, coffee shops, laundry services, housekeeping services, public area cleaning services, pools, and recreation facilities.
- ✿ Control check-in check-out by proper records for clients, housekeeping dept., catering dept. And to accounts dept: for monthly invoicing.
- ✿ Conducting toolbox meetings on regular basis to keep the staff up on the QHSE standards.
- ✿ Monthly camp inspection including all the departments, utilities and staff.
- ✿ Control staff allocation and keep staff balance as per the company policies by proper staffing and effective duty roster
- ✿ Forecast the staff requirements and plan staff vacation with the project mobilization chart.
- ✿ Keep coordinating with all section heads and operations manager.
- ✿ Prepare frequent sales forecast and monthly sales report for accounts and operations department.
- ✿ Arranging staff training sessions for staff development and service quality improvement.
- ✿ Implementing discipline among the staff and keeping good relation with staff, clients and management.
- ✿ All-round supervision over all departments and their operation.
- ✿ Co-ordinate with central maintenance and ware house to solve the issues of camp maintenance and smooth supply availability.
- ✿ Supervising and duty assignment for maintenance team through proper system of complaint receiving and rectifying.
- ✿ Total control of vehicle movements through trip scheduling, proper maintenance and servicing and economical utilization of transport.
- ✿ Keeping proper records for all the daily activities through a standard filing system.
- ✿ Ensure all work is carried out in compliance with the Quality,

• Job Tasks

Healthy, Safety and Environment management system.

- ✿ Ensure that all accidents, fire, loss, theft and damages are reported to superiors immediately and proper procedures are followed. In addition, where appropriate, take remedial action.
- Adhere to the QHSE rules and regulations of the client
- Use correct PPE and maintain them in good condition.
- Ensure proper usage and maintenance of all equipments and disposal.
- Conduct daily inspections of all areas ensuring maintaining of excellent hygiene standards.
- Arrange necessary QHSE training for staff in conjunction with QHSE Officer /Manager on the hazards related to the job.
- Ensure that all employees maintain the highest possible standard of personal hygiene.
- Ensure that all employees are medically fit and a copy of their valid food handling certificate is available on site all the times.
- Ensure that the appearance of food service personnel is maintained at highest level. Conduct random inspections on personal hygiene, cleanliness of uniforms and proper identification (badges).
- Ensure that periodic pest control is carried out in all areas of operations.

• Period

August 2009 – 2013

2.Name and address of Organization

NATIONAL CATERING COMPANY L.L.C
SAMSUNG CONSTRUCTION CAMP, Al Ruwais
Abu Dhabi, UAE

• Post held

LOCATION MANAGER

• Job Tasks

- ✿ Preparation of monthly reports on a timely and accurate basis according to Group guidelines.
- ✿ Location and Kitchen mobilization.
- ✿ Interact and communicate with clients for day to day activities.
- ✿ Report in a daily basis to the area operations manager.
- ✿ Weekly or daily menu planning for all the food out lets.
- ✿ Daily briefing of staff before starting their duties.
- ✿ Check and ensure the quality of food and beverages supplies, catering services, pantries, coffee shops, laundry services, housekeeping services, public area cleaning services and recreation facilities.
- ✿ Control check-in check-out by proper records for clients, housekeeping dept., catering dept. And to accounts dept: for monthly invoicing.
- ✿ Providing detailed account analyses and reconciliations
- ✿ Assure and perform Accounts Payables handling according to Group guidelines
- ✿ Monitoring, booking, payments and reconciliations
- ✿ To safeguarding and maintaining company inventory, properties and all assets in generally acceptable methods.
- ✿ Staff Coordination

• Period

April 2009 to August 2009

