

## RESUME



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### **Career Objective:**

Seeking a position where my leadership, strategic planning and business development skills will be fully utilized.

### **Educational Background:**

- A Bachelor of Business Economics from APSA College, Thirupathur- 630211 in the year of 2002.
- Diploma in Refrigeration and Air Conditioning
- Trained in Basic Scaffolding Safety Awareness Velosi, Doha, Qatar
- Trained in First Aid by Doha Industrial Safety Services, Doha, Qatar

### **Work Experience:**

#### **Sales Man –SAMA FOR REPAIR AND CLEANING BUILDING LLC-UAQ (NOV 2020 to APRIL 2021).**

- Worked as a Sales Man.

#### **Security Guard –BUILDING @ SHARJAH-SPONSOR: KHALED MOHD NOOR MOHD SHARIF ALQAIWANI (JAN 2020 to NOV 2020).**

- Monitoring of Building.
- Maintenance of Electrical & Plumbing works.

#### **Shipwright Supervisor, NAKILAT KEEPEL OFFSHORE & MARKINE Ltd., QATAR. DEC 2010 To Oct 2011**

- Supervises coordinates activities of workers engaged in dry-docking, painting, cleaning and also Repairing Vessels.
- Directs Dock Hand in Assembling, Positioning and additionally securing Blocks to floating dry-dock platform.
- Directs workers engaged in cleaning maintenance of vessel
- Oversees flooding operations removal of vessels from dry-dock.
- Performs other duties as described under Supervisor any industry Master Title such as coordinate with Gas Safety inspector prior to Paint application.
- Receives and actions all Scaffold requests from projects.
- Prepares scaffold packages for all requests.
- Lowering down of Anchor Chain, ranging, Calibration, marking, Painting as per requirement.

#### **Supervisor, TEBMA SHIPYARS Ltd., Udupi, Karnataka. Jan 2009 to Mar 2010.**

- Supervises as well as coordinates activities of workers engaged in painting parts, equipment, ships, and also buildings in ship boat building establishment.
- Trains new workers in operation of painting equipment. Inspects surface of area to be painted.
- Compiled and prepared reports and documents pertaining to personnel activities.

#### **Maintenance Supervisor, PANGULF INVESTMENT REAL ESTATE LLT, DUBAI, U.A.E. Jul 2006 to Apr 2009.**

- Maintain building Security
- Clean and maintain assigned facilities by daily inspecting buildings, vacuuming, sweeping

and/or mopping floors: Servicing / sanitizing public restrooms: replacing extinguished light bulbs and removing trash and recyclable items as directed to ensure cleanliness and safety of facilities.

- Perform minor residential hall repairs and preventative maintenance to ensure well-functioning and safe residential areas.
- Ensuring the tenancy agreement is correctly completed and signed lodging the rental bond.
- Participate in other administrative responsibilities by supervising workers including payroll processing making recommendations for any changes and improvements needed: and submitting work requests as needed to contribute to the efficient operations of department.
- Managing the tenancy for you on a day-to-day basis, including
  - ❖ Arranging repairs
  - ❖ Collecting the rent and maintaining rent records
  - ❖ Conducting regular property inspections
  - ❖ Handling disputed that may arise.

**General worker WHITEX GARMENTS BHD MALAYSIA June 2003 to Dec2005.**

**Highlights of skills & Qualifications:**

- More than 2 years of working experience as Shipwright supervisor in Shipyard.
- Expertise in strategic planning, budgeting/ finance, customer service, and staff training supervisor and monitoring.
- Excellent leadership, management, oral /written communication, interpersonal, intuitive, and analysis skills.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to communicate information and ideas in speaking so others will understand.

**Personal Details:**

Name : M. NAGOOR MEERA  
Father's Name : M. Muthu Mohamed  
Date of Birth : 13-05-1979  
Gender : Male  
Marital Status : Married  
No of Child : One  
Languages Known : Tamil, English, Malayalam and Hindi  
Permanent Address : No-30-3D Abubackkar Street, Thirupathur-630211, Sivagangai Dist  
Passport No : R5340529  
Passport Issue & Expiry : 23-10-2017 & 22-10-2027

**Declaration:**

I hereby declare you that the facts given above are true and correct to the best of my knowledge and belief.

**Place:**

**Yours Sincerely.**

**Date:**

**(Nagoor Meera)**