

SHELAM PRASHANTH

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Dubai, UAE



OBJECTIVE:

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where encourage and permitted participant to be active.

PROFESSIONAL SKILLS:

- Excellent interpersonal, team building and problem solving skills
- Excellent communication and good computer skills
- Good customer service skills
- Good Supervisory Skills
- Good Leadership skills

WORKING EXPERIENCE:

Under (SERCO DUBAI METRO) RTA 20 Months

Position: Cleaning Team Leader

Duties and Responsibilities;

- Manage and supervise of cleaning crews to carry out their work to accordance with Serco procedures;
- Giving briefing to cleaning crews about the routine and special tasks and it's procedure;
- Give OJT (on job training) to the cleaning crews on a daily basis;
- Observing staff's performance and teach to non performers;
- Report any defects to the Soft Service supervisor to ensure health and safety procedures are followed and enable repairs to be carried out;
- Ensure all the cleaning equipments are clean and tidy;
- Perform and carry out any required duties as instructed by the Soft Service Supervisor;
- Assist cleaning crews to complete their tasks if they have any difficulties;
- Ensure all the crews are competent for their routine and special cleaning tasks;
- Responsible for carrying out monthly stoke take in the assigned location;
- Figuring out consumable items for the month as well as cost control;
- Inspect all crews assigned areas if the day to day works have been done accordingly;
- Updating special cleaning calendar, waste record form;
- Ensure all crews are groomed well as per the Serco Standard;

Fm department Al tanmyah services 2yrs 8months

Position: Cleaner Office boy

Duties and Responsibilities;

- Responsible for cleaning offices and staff pantry on a daily basis;
- Responsible for cleaning public Washrooms as well as staff Washrooms;
- Responsible to scrub and buff the floor;
- Any other assignment depending on the kind of the cleaning;
- Report any defected equipments or properties;
- Washing steels and glasses in the assigned areas;
- Vacuuming of carpets and do dusting all areas;

TRAINING AND SEMINAR ATTENDED:

- Cleaning of Body fluid spills
- Basic Housekeeping technique
- Waste Management
- Basic Customer service
- Correct handling, dilution and applications of Chemicals
- Health and safety environment
- Basic Fire lecture

COMPUTER KNOWLEDGE

Basic Knowledge : MS office, Email & Internet

EDUCATIONAL BACKGROUND:

Secondary Level : Board of Secondary Education,
Andhra Pradesh, India
March 2014

Intermediate : Board of Intermediate Education, A.P.
Vidya Bhavan, Nampally, Hyderabad, India
March 2016

LANGUAGES KNOWN:

Read and Write : English, Hindi, Telugu, Tamil Basic arabic

PERSONAL INFORMATION:

License No : **4094569 (UAE)**

Issue Date : 21/02/2021

Expiry Date : 21/02/2023

Category : Light Vehicle (Manual)

Passport : **N7096325**

Issue Date : 19/01/2016

Expiry Date : 18/01/2026

HOBBIES:

Reading News, Magazines, E-mail Internet, sports etc.