

Firstname Lastname



Greetings,

This is a letter of interest proceeding to the position open with you for a _____.

I come with an enviable experience of 17 years in a domain that's wide and vibrant which has offered me the exposure to fine tune myself as an thorough professional, in segments that cater to Oil and Gas, Electronics, Hospitality, Training & Development and Human Capital, Instrumentation, Project Implementation, Process improvement and Customer Relations. I am a highly motivated, results oriented professional with a proven track record of spearheading large operational projects irrespective of geographical constraints for premier clients including the Government Sector. I was acknowledged as a forerunner fueling business growth and revenue with excellent client relationship management abilities winning crucial deals.

I consider my forte is PROJECT TRANSITION, DESIGNING PROCESS FLOW AND DOCUMENTATION, ROI, COST-EFFICIENCY AND SERVICE IMPROVED PROCESSES WITH SIGNIFICANT BENEFITS, and Q&C. I drive smooth delivery of programs, meeting stringent time, quality and budget parameters. I am a people's person, an excellent communicator, competent in resource mobilization with an analytical approach in problem solving, trouble-shooting and mentoring. I have constantly and consistently been recognized for my volunteering activities.

In my current occupation I cater to :

Housing and related services on behalf of housing associations, local authorities, charities and private sector organizations. My responsibilities include:

- Setting rents
- Administering their collection and developing policies to deal with, and minimize, arrears
- Processing applications for housing improvements and repairs and communicating outcomes to tenants
- Recruiting, Training, Supervising And Monitoring Staff Workload
- Generating revenue and implementing budgets
- Developing new housing schemes by reusing existing stock or managing new builds
- Evaluating the efficiency of housing schemes
- Building relationships with the community
- Interpreting and implementing housing legislation
- Recommending and developing local authority policies
- Monitoring and updating contractors' lists
- Investigating and responding to client complaints

My strength lie in my Leadership Skills, Multi Tasking Ability, Organizing, Cross cultural Team Building , Ability to serve and understand people with different stature, Customer Services, Organizing different recreational activities, Constructive Feedback Process, Meeting with set Expectations, Budgeting, Safety, HSE, Vendor Management, Conflict Resolution, Building constructive Projections and Contingency Plans.

Community work and Volunteering activities are very close to my heart and I take great pride in the recognitions I have received for all my work.

It would be my pleasure to meet you at a time of convenience to discuss further. I have attached my resume for a clearer understanding of my roles and responsibilities.

Thank you,
Firstname Lastname

Firstname Lastname

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COMMUNION DETAILS



P.O. Box 000038 DXB,
Dubai, Deira, UAE



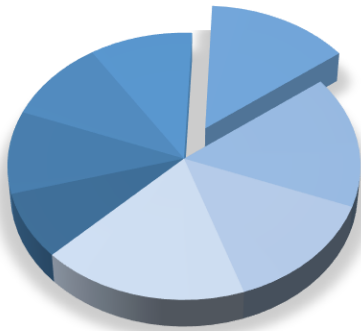
+971. 000.4400000
+971. 000.8800000



firstname.l@gmail.com
firstname1@yahoo.com

CORE COMPETENCIES

- Project Transition
- Process Flow
- Documentation
- Instrumentation
- Project Implementation
- Training & Development
- Mentoring
- Talent Acquisition



CAREER TIMELINE – VERTICAL GROWTH

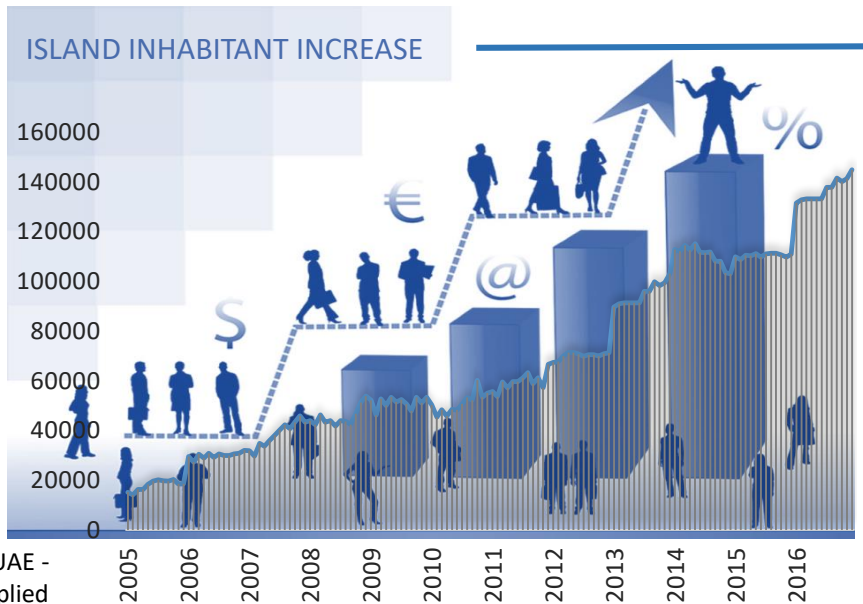


Since September 1999
XYZ ISLAND, UAE

Since 2006: Housing and Services Supervisor

December 2002 to September 2004: Gas Turbine Technician

September 1999 to December 2002: Instrument Utility Technician



SCHOLASTICS

2004 – 2005 - DUBAI MEN'S COLLEGE, Dubai, UAE - Courses included: Arabic Communications, Applied Computing, English Communications, Foundations Mathematics

1996 – 1999 - ADNOC TECHNICAL INSTITUTE (A.T.I) [Oil Sector Institute], Abu Dhabi, UAE - Three-year Technical Training Program (Instrumentation and Electronics) Courses included: Applied Math and science for instrumentation, General Electricity, Instrumentation, Process and Workshop, Process Measurement and Control, Electronics.

1994 - AL SAFA SECONDARY SCHOOL, Dubai, UAE

VERTICAL EXPOSURE



GARDENING



HOSPITALITY



PEST CONTROL



TRAINING



PROJECT TRANSITION



RECREATION

CORE AREAS OF OPERATIONS:

ACHIEVEMENTS

Housing and Services Supervisor

2000 temporary and permanent residents on Zirku Island under the ZADCO Project

- Leading an team of 300+ members
- Hospitality and Customer Relations
- Gardening & Pest Control valued at an excess of US\$15M
- SOW
- Contract Scrutiny and Renewal
- Team work Allocation
- Cross Department and Functional coordination which include logistics, finance, and technical support, and facilities management.
- General maintenance and HVAC
- Quality and Control
- Procedure and Process upgrade
- Escalations
- Infrastructure and Inventory maintenance
- Laundry and Machine Monitoring.
- Adherence to safety methodologies
- Recreational Activities
- Adherence to environmental safety measures
- Monitoring Honey and Dates Production
- Waste management and coordination with the Zoological Department for reuse and recycling
- Adherence to HSEMS procedures

Gas Turbine Technician

- Co-implementation and maintenance of gas turbines
- Designing and Implementing Service and Quality Control
- Prepared maintenance initiatives
- Cross functional department coordination
- Instrumentation activities, calibration and repair for all systems and subsystems.
- Overhauling gas turbines.
- Framing Testing of gas turbine logics
- Commissioning checks/online interlock testing
- Designing Preventive measures

Instrument Utility Technician

- Maintenance of various electronic/pneumatic instruments, equipment and systems
- Documentation of system implementation and maintenance information
- Documentation of work permits and SOW
- Preventive and routine maintenance on all units according to set standards
- Installation of serviced Gas Turbines, Cooling Water Pumps and Filtration Systems, Desalination Units, Boilers, Fire Water Pumps, Fire Alarm Systems, Gas Detectors / Oxygen Analyzers, PLCs and Logic Controls
- Cross Department Coordination

- 2016: ADNOC HSE Award Appreciation
- 2015: Community Development Authority Dubai certification appreciation for participating the volunteer activities
- 2015: Liwa Dates festival Appreciation letter for participant (for 10 years represent Zirku)
- 2012 : Earned appreciation certificate for participation in awareness campaigns from Emirates Society for Genetic Diseases
- 2011: Appreciating excellent efforts in making the events of 40th National Day celebration a grand success, ZADCO, Zirku Island
- 2011: Certificate of HSE Excellence, Zakum Development Company.
- 2010: Nominated for HSE Man of the Year (Runner up)
- 2008: Appreciation Certificate – participation in the program “My Idea for useful proposals of moral positive results” - RTA
- 2006: In recognition of valued contribution to the 1st Zirku AGM Cup - Football Tournament Zirku Island Club, ZADCO, Zirku Island
- 2006: Blood Drive Campaigns, Donation of Blood to assist the community and fellow men– Abu Dhabi Blood Bank General Authority for Health Services for the Emirates of Abu Dhabi
- 2005: Appreciation certificate – For participation in the conference "our Emirates Free of Thalassemia" - Higher Technology Colleges, Dubai College for Men.
- 2005: Recognition of valued contribution to the Education without Borders
- 2005: International Student Conference, Education without Border - Abu Dhabi, UAE
- 2005: For Participating in the Foundation Daily Mathematics Contest – Higher Technology Colleges, Dubai College of Men
- 2004: In appreciation of efforts in supporting “Smoking Campaign”– Higher Colleges of Technology, Dubai Men’s College
- 2003: Appreciation from Zirku Football Committee for role in tournament success – Zirku Sport Committee, Zirku Island.
- 1994: Appreciation certificate from Dubai Educational Region – for excellence in scouting activities, Al-Safa Secondary School

CERTIFICATIONS

- 2014: Assertiveness at work and Motivation Skills – Bbusiness
- 2013: Consultant in Strategic Management – London College of Business
- 2012: Tendering Procedures and Bid Evaluation - Meric Training & Consulting
- 2011: Contract Administration – Meric Training & Consulting
- 2011: ISO 14001:2004 & OHSAS 18001:2007 – ISOQAR Egypt at ZADCO Co
- 2011: Tropical Basic Offshore Safety Induction Emergency Training – Emirates Tech Development Centre
- 2011: Incorporate your Project" Course – Abu Dhabi educational Institute, UAE
- 2009: Award in Supervising Food Safety in Catering – Chartered Institute of Environmental Health
- 2009: Business Writing Skills – ZADCO Abu Dhabi
- 2008: Level 3 BTEC Advanced Award Contract Management – EDEXCEL
- 2008: Stores & Inventory Control – Sofitel City Centre Hotel – Dubai
- 2008: Adobe Illustrator CS3 – Unlimited Technology Training Centre - Dubai, UAE
- 2007: Cross Exposure in Housekeeping & Recreation - Hilton - Abu Dhabi
- 2007: The Customer Service Mindset – Meric Training & Consulting
- 2006: Certified Business Professional (CBP), Leadership, Business Communication, Business Etiquette, Sales,
- 2006: Customer Service - Al Khawarizmi International College.
- 2006: High Performance Team Building Program – ABAMI
- 2006: Level 2 Introductory Certificate in Team Leading – Institute of Leadership & Management
- 2006: Consultant in Strategic Management – London College of Business (UK)
- 2006: Course on Clear thinking and mental storming – Dubai Electricity and Water Authority – Dubai, UAE
- 2003: How to understand yourself and promote your relations – Al-Masarat Centre for Development and Training – Dubai , UAE
- 2003: Centrifugal Compressor & Pump Technology – Harvard Technology
- 2003: IQ, AQ and A Range Commissioning & Maintenance – ROTORK Controls Ltd.
- 2003: TSX Momentum PLC & Magelis Operator Panel Programming– C+G Instruments - ZADCO
- 2002: Strategies in solving Matrimonial Problems (Social Course) – Techniques for Conferences and Courses - Dubai, UAE
- 2002: Introduction to Professionalism Programme – ZADCO
- 2002: MKV Speedtronic Maintenance – Turbine Services Ltd. (UK)
- 2002: SLC Maintenance & Troubleshooting using RS Logix 500 Software – Rockwell Automation Training Services
- 2002: Basic Micro (PC – Windows – Word) – Al Khawarizmi Centre - Abu Dhabi, UAE
- 2002: MS Outlook 2000 (Basic) – Al Khawarizmi Centre - Abu Dhabi, UAE
- 2001: Introduction to Computer + Windows98 & MS Word 2000 (Basic) – Al Khawarizmi Centre – Abu Dhabi, UAE
- 2001: Professional Integrated Development Programme – ZADCO
- 2000: Technical Writing Skills – Professional Training Institute Instrumentation

CROSS FUNCTIONAL EXPERTISE

- Leadership
- Multi Tasking
- Organizing
- Cross cultural Team Building
- Ability to serve and understand people with different stature
- Customer Services
- Organizing different recreational activities Constructive Feedback Process
- Meeting with set Expectations
- Budgeting
- Safety
- HSE
- Vendor Management
- Conflict Resolution
- Building constructive Projections and Contingency Plans

PERSONAL ABILITIES:

- Creative
- Professional
- Campaigns Awareness
- Mentoring
- Training
- Leading ,
- Volunteer for Social Causes

LEISURE ACTIVITIES

