

# CURRICULUM VITAE

## TIPU MIAH

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BICSc. Certified



### PROFESSIONAL SUMMARY

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me to achieve personal as well as organization goals.

### PROFESSIONAL EXPERIENCE

- **Organization:** Jash Technical Services Ltd, Riyadh, Saudi Arabia
- **Site:** KAFC -03 Years
- **Digital City** -02 Year
- **Riyadh International Convention & Exhibition Center** - 02 Years
- **Saudi Commission for Health Specialties** - 02 Years
- **General Organization for Social Insurance** - 01 Year
- **Role:** Soft Service Supervisor
- **Working Experience:** 10 years

### ROLES AND RESPONSIBILITIES

- Daily briefing to soft service team.
- Check work activities of cleaning personnel to ensure clean orderly rooms. Examine rooms, halls, and lobbies to determine need for repairs or replacement of furniture or equipment, and report to soft service manager.
- To ensure that all staff completes their tasks to the standards determined in work schedules and to escalate any on-going issues to the Soft Services Manager as necessary.
- To carry out cleaning standard self and joint audits with client representatives, to an agreed timetable and take appropriate action where a shortfall in standards is identified.
- Assign duties, inspect work, and investigate complaints regarding soft service and report to soft service Manager.
- Accurate monitoring on a daily basis of hours booked and clocked hours.
- Compile daily inspection checklist to monitor standard of work and completion to the schedule.
- Coordinate with other teams ensuring satisfactory completion of all work requests.
- Flexibility to work to shift patterns as and when required. Flexible availability for 24/7 roster standby duties and emergency call outs.
- Well versed with knowledge of all soft service activities.
- Immediately notify the facilities Coordinator of any safety issues or concerns. Maintain a safe place of work Health and Safety policies and practices.
- Assist to purchase cleaning supplies, maintaining inventories, scheduling shifts, organizing training activities, and assigning tasks.
- Check all office stationaries available for daily operation.
- Coordinate with MEP Team Leader for MEP service if required.
- Make recommendations to improve service and ensure more efficient operation.
- Check Chemical store rooms, Issue supplies and equipment to workers.
- **Onther experience have**
- **Teaboy** - 01 year
- **Valid driving license**

## ACADEMIC CREDENTIALS

Qualification	Institution/University	Percentage of Marks	Year of Completion
SSC	Daudpur High School	4.13%	2011
HSC	Kazi Mohamad Shafiqul Islam University College	3.17%	2013

## PERSONAL COMPETENCIES

- Adaptability
- Flexibility
- Ability and Willingness to Learn

## FIELD OF INTERESTS

- Team Leader

## STRENGTH

- Flexibility to work outside normal hours to achieve objectives, if required.
- Leading a team by good example.
- Encourage all staff to respect the chain of command
- Ability to learn things quickly and self-motivated
- Ability to deal with people diplomatically
- Ability to withstand stress and complete work with full concentration
- Can organize things to the fullest satisfaction of the management

## EXTRACURRICULAR ACTIVITIES

- Passionate in playing foot ball

## HOBBIES

- Surfing Social Network and being updated

## PERSONAL DETAILS

- Father's Name : **ABU MIAH**
- Date of Birth : **01/01/1992**
- Nationality : Bangladesh
- Gender : Male
- Languages Known : English, Hindi, Arabic, Bangla
- Marital status : Single

## DECLARATION

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

PLACE: Saudi Arabia

DATE:

**TIPU MIAH**