

MD. MAJID PASHA

Mobile: 9703678679 / 6301365525

Email: majid97614@gmail.com
majid_7086@hotmail.com



CAREER OBJECTIVE

To be a part of a growing company and contribute to its growth & success with the belief that the practice of honesty is a very essential virtue and guided by strong sense of loyalty, modesty and co-operation.

WORK EXPERIENCE

“CAMP ADMINISTRATOR”

From Sep 2008 to August 2013 (Saudi Oger Ltd.)

- Arrangement of adequate required Camp Staffs to run the Camp Operation smoothly.
- Coordinating with the Local Personnel regarding the transaction and the related report of Camp Staff, such as arrivals, absent, attendance, transfer, mission, vacation, delay from vacation, payroll and etc.
- Active participation the demobilization of Camp.
- Providing necessary facilities to staff.
- Maintain safety and sanitation.
- Sending staff related reports to personal department.
- Keeping records of staff in and out regular or temporary basis.
- Requesting and receiving the items/materials needed for camp/accommodations.
- Checking proper storage of these items/material & their issues.
- Maintain & control of inventory of all accommodation items/materials.
- Initiate maintenance request for all repair works or discarding/transferring & subsequent follow-ups.
- Preparing & forwarding stock/material physical status of transit damage of goods/supplies.
- To maintain high standard cleanliness at all time in the camp/accommodations.

- Administer all Daily correspondences.
- Report to the Camps Regional Manager directly, regarding the occupancy report and update list of the Camp Occupants on daily basis.
- Deal with the daily complains of the occupants, as mentioned in Log Book.
- Arranging the transportation request for the Personnel, during their Arrival & Departure as per the request, forwarded by different sites and HR.
- Handle camp resident's queries regarding employee relations (labor applications, labor card issuance & cancellations as well labor contracts).
- Monitor the daily attendance of Camp Staff and scheduling their Duty Timing with the distribution of Duties and responsibilities of the Camp staff for the smooth running of Camp Administration.
- Observance over the proper distribution of Weekly Housekeeping Materials.
- Providing the proper Accommodation to the Camp Occupants as per Company Policy.
- Monitoring the Manpower, daily going to Site and informing the Camps and Housing Manager regarding the Personnel, not reporting to site through the absent List on daily Basis.
- Corresponds with head offices and project sites regarding manpower.
- Preparing the Monthly Housekeeping Report.
- For the Certain Injury First Aid is given to the Camp Occupants.
- In addition to my job I have a experience to work as an AutoCAD Operator/draftsman.

“CAMPS SUPERVISOR”

From November 2013 to December 2017 (Al Bayan Holding Company)

Company is having construction projects in Riyadh (Water Pipe Line & Water Tanks Projects), Jeddah, Dammam & Hofuf (Grain Silos Projects), Hail, Al – Baha, Taif (Hospital Projects), Abha & Aseer Region (Road Projects) with Head Office in Riyadh – Saudi Arabia. My assignment as Labor Facilities Asst Manager is to mobilize, manage and control of labor camps, rented buildings of all Projects and reporting to CAMPS EXECUTIVE – Head Office Riyadh.

MOBILIZE CAMPS

- To work closely with the Project Managers and the construction team engaged in mobilizing camps in all locations and follow up of drawing and changes required.
- To focus on Labor Camp Facilities includes camp offices, clinic, transport, accommodation having category with block system, suitable toilets and bathrooms with centralized septic tank, centralized water supply, drinking water & water coolers, power house, well planned kitchen and restaurants, garbage dumping area, laundry services, Masjid for prayer, grocery shop, smoking areas, barber & tailoring shops, recreation clubs, playground, call cabin, renovation repair and technical workshops, stores, fire & safety station, safe compound fencing, enough light poles, proper roads, vehicle parking, sign boards, security main gate with guard room etc.
- Supervise the camp on regular basis.
- Visiting the locations and the Project Managers concerning manpower forecast to complete the required face of the camp.
- Planning, preparing the list of requirements and requesting materials accordingly.
- Regular inspection of sanitation facilities like electricity, plumbing etc

Camp Management:

- Formation of New Camps, provided with the Proposed / Final Layout of camp construction, Arrangement of Accommodation and Catering Facilities as of company policy.
- To manage and establish the camps with high personnel administration works and performance to ensure efficient & safe operation.
- Planning and recruiting experienced manpower required to run the camp services.
- Assign responsibilities to Camp Bosses and Supervisors to ensure proper management and work control.
- Conducting scheduled & surprised inspections of the camps to ensure proper work standard and hygiene is maintained.

- Listening to the grievances of Company Employees and presenting to the Project Management for necessary solutions within the Company Policy and Procedure.
- Control of camps purchasing and overall expenses and presenting of bills to accounts department for verification and re-imburement of petty cash.
- Presenting of camp reports daily, weekly, monthly to the CEO Office to keep camp updates and information.
- Attending of monthly meeting discussing all related aspects and camp development.
- Forwarding of matters to Administration Department for action concerning violation of company rules & regulations, damage of company property and illegal matters in the camps.

New Arrivals & Dispatching of Manpower:

- Arranging transport to pick up the new arrivals from the Airport to accommodation camp.
- Arranging for Residence Permit (Iqama) Medical Test in coordination with Administration office and submission of Passports.
- Dispatching and arranging Company Transportation from Riyadh for newly arrived manpower to Project locations in coordination with the HR Department.
- Passing the information to Project locations in advance for arranging food and accommodations accordingly.
- Responding to Project mails in case of absent employees / not reporting to work etc.

Initiative & Contributions:

- Prepared **“Camp Operating Manual”** which covers accommodation, and laundry services, recreational facilities, staffing, maintenance, pest control, clinic, camp facilities and physical requirements, health safety and security.
- Introduced **“Daily Camp Report System”** for all camps in the Kingdom. This report covers all aspects of camps such as update Accommodation data of employees, Daily consumption of water and

the cost, Daily sewage pumped out and the cost, Water and Sewage comparison, Daily cleaning of camp outlets, Garbage removal, Patients to hospital and emergency cases, Checklist of health and safety, List of vehicles in operation and breakdown under repair. Areas of concern and action taken etc.

- Introduced **“Monthly HSE Report”**. This has increased awareness in the camp staff about health, safety and environment.
- Introduced the trend of conducting **“Monthly Meeting”** with camps senior staff and maintained a record of minutes of meeting.
- Introduced **“Manpower Forecast – Six Months Look Ahead”**. Visiting Site Project Managers and collecting the data of projected manpower and arrangement of accommodation accordingly.

PERSONAL SKILLS

- Comprehensive problems solving abilities, Enthusiastic to learn and immersed leadership qualities. Commitment to work assigned, easily adaptable to surrounding hard working attitude.
- Ability to work under pressure while maintaining a positive attitude.
- Willingness to adapt and handle a flexible work schedule as required by the demands of the department.
- High level of integrity, accuracy and attention to detail.
- Excellent organizational, follow-up & communication skills.

QUALIFICATION

📖 S.S.C from Board of Secondary Education, Hyderabad, India.

📖 B.A from Dr. Ambedkar Open University, Hyderabad, India.

TECHNCIAL QUALIFICAITON

- ❖ Diploma in AutoCAD
- ❖ Diploma in Civil Draughtsman
- ❖ Diploma in PGDCA

PERSONAL PROFILE

Father's Name : MOHAMMED GHOUSE (Late)
Mother's Name : FAIZ UNISSA BEGUM
Date of Birth : 10/01/1981
Religion : Muslim
Blood Group : A+
Nationality : Indian
Marital Status : Married
Languages Known : English, Arabic, Hindi, Urdu and Telugu
Address : 12-11-629/188/G, L. Narayan Nagar, Warasiguda
Secunderabad – 500061, Hyderabad, Telangana
India.

Declaration:-

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness for the same particulars.

(MOHAMMED MAJID PASHA)