

Riju S Wilson



CONTACT



Doha, Qatar



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EDUCATION

SSLC (10TH STANDARD): 1995, KERALA, INDIA

KEY SKILLS

Coordinator
Customer Service
Time Management
Discipline
Communication

PERSONAL INFO

Passport Number: U0580755
Date of Birth: 05 June 1980
Gender: Male
Nationality: India
Driving License: Qatar, India & Ex-Saudi
Marital Status: Married

LANGUAGES

English
Hindi
Arabic
Malayalam
Tamil

DECLARATION

I hereby certify that the information given above is true and accurate to the best of my knowledge.

PROFILE

Experienced Facility coordinator & Driver with valid, clean license. Autonomous and motivated to complete daily duties within target terms. Confident in client and internal interactions for professional services.

EXPERIENCE

G4S SECURITY, QATAR - JULY 2019 - PRESENT

Position: Driver

G4S SECURITY, QATAR - JULY 2018 - JULY 2019

Position: Call Centre Operator

G4S SECURITY, QATAR - MAY 2017 - JUNE 2018

Client: Qatar Airways | Position: Security Cabin Crew Building

- Protecting company's property and staff by maintaining a safe and secure environment.
- Observing signs of crime or disorder and investigating disturbances.
- Acting lawfully in direct defense of life or property.
- Take accurate notes of unusual occurrences.
- Report in detail any suspicious incidents
- Monitor and control access at building entrances and vehicle gates.
- Watch alarm systems or video cameras and operate detecting/emergency equipment.

SAUDI ENGINEERING GROUP INTL, SAUDI ARABIA

Nov 2007 - DEC 2014 | Position: Facility Co-Ordinator

- Maintain a schedule and ensure completion of the various maintenance/repair needs of company vehicles.
- Conduct or schedule preventive maintenance activities to ensure maximum efficiency and life of vehicles.
- Ensure proper licensing of all vehicles.
- Maintain agency spill kits and first aid kits and schedule inspections to ensure continuous adequacy/completeness of contents.
- Maintain (not repair) plumbing system – sink and floor drains, toilets, garbage disposals, outside spigots, etc.
- Obtain quotes from contractors for larger installations/repairs as needed.
- Responsible for the overall maintenance and operational functionality of the Company.
- Co-ordinate with Company Drivers to ensure adequate services as per company needs.

MARUTI CARE AUTO LIMITED, INDIA

JAN 1998 - JULY 2003 | Position: Petrol Mechanic