

AMANDEEP SINGH



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📍 Doha Qatar

🚀 SKILLS

Microsoft Outlook, Microsoft Word

Microsoft Excel, General Office

Skills in planning and administration

Ability to work well in a multicultural team

Excellent communication and coordination skills

👤 PERSONAL DETAILS

Date of Birth : 31-05-1987

Marital Status : Married

Nationality : Indian

❤️ INTERESTS

Playing Cricket

Reading Books

🗣️ LANGUAGES

Hindi

English

Arabic

Punjabi

🎯 OBJECTIVE

Excellent organizational and administration skills with experience in dealing the construction site and high volume workloads whilst meeting strict deadlines. Good background experience, gained within a variety of contract and voluntary positions. Now aspiring to start a new challenging appointment with a reputable company

🎓 EDUCATION

Basic Computer course 2006

E-Tech Computer Education Doraha Punjab
A

SENIOR SECONDARY SCHOOL (+2) 2005

Punjab School Education Board Rara Sahib
A

Fire Fighting Course (Safar Fire Safety Consultancy) 2015

Safar Fire Safety Consultancy Dubai

📜 LICENSE

Qatar light vehicle Driving licence

💼 EXPERIENCE

Camp Boss 10-2021 - Till Date

Manforce Trading Doha Qatar

Was responsible for the entire camp.

Maintaining documents related to Camp, Stores, Mess, and laundry.

Manage labor accommodation which involves cleaning, maintenance occupancy in the camp, safety & security.

Ensure discipline in the camp.

Report workers staying in the camp/not reporting to duty on daily basis to HR along with the valid reason on each case.

Daily camp checking, camp total details, daily reports & monthly reports sent to HR department.

Handle all Location of rooms for new coming workers.

Keeping updated records of all labors staying in accommodation.

Responsible for the clearance of sewage water from septic tanks and garbage disposals.

Handle immediate first aid and inform doctor in case of emergency

Camp Boss

Brookfield Multiplex LLC Dubai

Was responsible for the entire camp.

Maintaining documents related to Camp, Stores, Mess, and laundry.

Manage labor accommodation which involves cleaning, maintenance occupancy in the camp, safety & security.

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Report workers staying in the camp/not reporting to duty on daily basis to HR along with the valid reason on each case.

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Camp Boss

Habtoor Leighton Group LLC Dubai

Ensure all the new arrival employees are well inducted about camp rules & Regulations.

Inspect the camp cleaning daily and take corrective action.

Liaise with local authorities like – Dubai municipality, Ministry of labor camp inspection.

Report all camp issues to camp manager & ensure corrective action is taken.

Manage camp maintenance facilitators and ensure that they are carrying out their job as per contract.

Maintain all camp documents properly.

Ensure safe passport keeping of all labors.

Ensure transporting employees to various projects as required.

Ensure issuing of PPE items for all labors.

Ensure first aider/fire wardens are available 24 hours at the camp

Security Officer

Habtoor Leighton Group LLC Dubai

Enforcing laws, rules and company policies.

Responding to emergencies

Protect property.

Controlling access to buildings and protecting employers, guests and the public

Monitoring alarms and surveillance systems

Patrolling areas and performing security checks

Writing activity and incident reports



JOB TITLE

Camp Supervisor

☒

DECLARATION

This is to certify that the above information is true and correct to
the best of my knowledge and belief