



**Jinu Jayan Mekkattil**

+974 50 39 82 07 | jinumekkan54@gmail.com

## OBJECTIVE

Reliable and upbeat Sales Executive successful at promoting customer loyalty, satisfaction and purchases with consultative techniques and diligent attention to individual needs Knowledgeable about product merchandising, payment processing and cleaning. Dedicated and dependable relationship-builder with excellent organizational strengths and superior work ethic.

## EXPERIENCE

06/2019

- **Camp Boss / Supervisor**

Khazan Qatar

-  
01/2026

Overseeing daily camp operations, including accommodation, cleaning services, and kitchen/mess hall supervision.

Managing repair and maintenance of plumbing, electrical, and facility infrastructure to ensure a safe, clean living environment.

Ensuring strict adherence to safety and

Logistics & Inventory: Ordering, receiving, and managing inventory for food supplies, cleaning materials, and general camp equipment.

Staff Supervision: Hiring, scheduling, and supervising cleaning, catering, and maintenance staff.

Administration & Reporting: Managing staff in-out movements (POB), room allocations, and preparing monthly performance/cost reports for management.

Emergency Response: Coordinating emergency situations and training team members

## EDUCATION

- **Diploma in Civil Engineering.**

## SKILLS

Ambitious

80%

Hardworking & Energetic

100%

Well-disciplined & Positive thinking

100%

Self-motivated & flexible.

80%

## LANGUAGES

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- English, Arabic, Hindi, Malayalam, Tamil & Kannada

## WORKABLE KNOWLEDGE

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- Ms Office  
Microsoft Excel  
Power Point ( PPT)

## ADDITIONAL INFORMATION

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Nationality: Indian

Civil Status: Married

Passport No: U0233311

DOB: 16th April 1986

## VISA & LICENCE DETAILS

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- Visa Status  
Transferrable Visa with NOC

Driving License  
Valid Qatar License  
Valid Indian License

## DECLARATION

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- I hereby declare that all the information given above is true and correct to the best of my knowledge.

Jinu Jayan Mekkattil