

CURRICULUM VITAE

Aneesh K.B.
Qatar
Mob: +97455366220
Email : aneeshkalarikkel@gmail.com



Objective : To work under a professional management which help career development.

Personal Data

Name	:	Aneesh K.B
Date of Birth	:	30 th May, 1985.
Passport No.	:	N 8590484
Place and Date of Issue	:	Cochin, Kerala 21-04-2006
Nationality	:	Indian
Permanent Address	:	Kalarikkal House Lokamaleswram North Kodungallur, Trichur Dist, Kerala, India 680 664 Tel: +91 9656564677

Educational and Professional Qualifications

- ◆ B. com completed (Open stream)
- ◆ Air condition & Refrigeration course from NTC (Government of India)
- ◆ Diploma in computer hardware maintenance course from FIDIT
- ◆ Certificate of course completion in desktop publishing from Millennium Computer Academy, Thrissur. India
- ◆ Manual Accounting course complete from Accounting Training Center

Skills

- ◆ Knowledge in computers, particularly on MS word, Excel.
- ◆ Strong decision making, communication and leadership capabilities.
- ◆ Aggressive in achieving individual and Team targets.
- ◆ Strong analytical and numerical skills and good interpersonal skills.
- ◆ Easily adaptable to any work environment.

Career Review – Highlights

Concierge-From Oct 2021

I am currently working as a concierge at Grand Millennium Hotel Doha, Qatar.

Workshop in charge- From Nov 2019 to Sep 2021

I had been working as a workshop in charge at Kalarikkal Industries in Kerala- India.

- ❖ Reporting to Owner
- ❖ Purchasing items for the welding fabrication
- ❖ Assisting for the measurement for the quotation preparation.
- ❖ Recording over time and other file works.

Supervisor cum Driver from November 2015 to October 2019

I had been working as **Supervisor cum Driver** at Dust & shine Services in Dubai-UAE.

- ❖ Direct reporting to Manger.
- ❖ Purchasing required items for the maintenance and cleaning.
- ❖ Attending calls from customers and arranging maintenance staff & cleaning staff to each areas.

Engineering Coordinator from January 2014 to July 2014

I had worked as an **Engineering Coordinator** in **Grand Millennium Sulaimani**, Kurdistan Region of Iraq.

- ❖ Direct reporting to Assistant Chief Engineer.
- ❖ Preparing daily and monthly reports.
- ❖ Attending call from other department and distributing job to technician.
- ❖ Ordering materials as per technician's requirements.
- ❖ Preparing duty rosters, vacation plans and coordinating with HR requirements.
- ❖ Coordinating with suppliers and arranging meeting as per DOE instructions.
- ❖ Document controls and paper filing

General Technician (Maintenance in charge) from June 2012 to September 2013

I had worked as a **General Technician** in Aspire Katara Hospitality- Restaurant Chain, Doha- Qatar.

- ❖ Direct report to Maintenance manager.
- ❖ Attending as well as arranging technician for the complaints from nine restaurants such as an electrical, plumping, air-condition, carpentry and kitchen equipments (some under AMC) etc.
- ❖ Preparing and submitting monthly complaint summery to Maintenance Manager.
- ❖ Cash Purchasing emergency items below 500.00 QAR.

General Technician from February 2011 to May 2012

I had worked as a **General Technician** in Nalumakkal Hotels, Kerala India

- ❖ Direct report to Hotel Manager.
- ❖ Maintains electrical equipment's
- ❖ Coordinating with outside technicians for any other maintenance.

Shift Leader from April 2010 to October 2010

I had worked as a **Shift Leader** in Al Areen Palace & Spa, **Kingdom Of Bahrain**.

- ❖ Direct reporting to Duty Engineer.
- ❖ Handling guest complaints during the shifts.

Swimming pool Technician from March 2007 to April 2010

I had worked as a **Swimming pool Technician** in Banyan Tree Desert Spa Resort Al Areen – **Kingdom of Bahrain**.

- ❖ Direct reporting to Supervisor.
- ❖ Cleaning Pool and Jacuzzi.
- ❖ Repairing , heater chillers and Jacuzzi heaters

Special Skills

- ◆ Pre-Opening team member at Grand Millennium, Sulaimani.
- ◆ Pre-Opening team member at Banyan Tree Desert Spa & Resort, Al Areen in Bahrain.
- ◆ Completed cross exposure training in Engineering store while I was in Banyan Tree Desert Spa & Resort, Al Areen, Kingdom of Bahrain.

Work Responsibilities Involved

- ◆ Assign Technicians the work request then Input the job request in the system. Then update the system after completion.
- ◆ Assign Preventive Maintenance Checklist to Technician and & Follow up when they finish the checklist.
- ◆ Filling previous daily log sheet.
- ◆ Print out every morning Work Request History and Follow up the assigned Technician regarding status and updates.
- ◆ Recording file for Generators running hour, water meter and Electrical reading daily..
- ◆ Purchase request preparation.
- ◆ Answering Phone calls for any job request needed and inform technicians.
- ◆ Making store requisitions for office supplies and other items required.
- ◆ Handling guest complaints in a timely manner.
- ◆ Recording Utility reports.
- ◆ In-charge for proper job distribution & duty roster.
- ◆ Ensuring all safety precautions and execution during operation.
- ◆ Weekly requisitioning of materials required to maintain stock level.
- ◆ Ensure proper security is adhered at all time & store kept clean and tidy at all times.

Driving licence

UAE, Qatar, Bahrain & India

Interests

Travelling, Reading, Cricket, Chess & Music

Languages Known

English, Hindi, Tamil & Malayalam.

Reference

a) Mr. Hisham
Manager
Dust & Shine services
Dubai
Tel: +971 543227010
Hisham1010@gmail.com

b) Mr. Unni Damodaran
Director Of Engineering
Millennium Plaza
Doha, Qatar.
Tel: +974 50327482
Unni.damodaran@millenniumhotels.com