Web: www.workvisaitaly.com
Email: admin@workvisaitaly.com



India

Mr. shaji Varghese

PERSONAL DETAILS

Reference No.	CV-IT-479386-23
Country of Residence	India
Surname	Varghese
Given Name	Shaji
Date of Birth	Wednesday, 18 May 1966
Gender	Male
Marital Status	Married
Religion	Christian

PASSPORT DETAILS

Passport Number	
Nationality	India
Date Of Issue	Tuesday, 05 Sep 2017
Date Of Expiry	Saturday, 04 Sep 2027
Place Of Issue	Trivandrum

PHYSICAL INFORMATION

Height	167cm
Weight	74kg
No, I Don't have any physical disability or serious illness.	
No, I Don't have any scars, marks or tattoos.	

EDUCATION INFORMATION

Highest Level of Education	Higher Secondary
School/College/University Name	St.mary's Residential Pubilc School, Thiruvalla. CBSE Delhi
Passing Year	1986

PROFESSIONAL QUALIFICATIONS

Institute Name	National Industrial train
Course Title	Certificate Course in Mechanical Refrigeration and Air-Conditioning
Passing Year	2000

LANGUAGES INFORMATION

Languages	**Speaking**	**Writeing**	**Understanding**
English	Well	Well	Well
Hindi	Well	Well	Well

EMPLOYMENT HISTORY

Year Of Exprience	13

Background	? Routine check up of all water pumps, fire pumps, boiler room, calorifiers, Fire alarm detector pannels etc. ? Conducting regular preventive maintainance and undertake repair works for the following ; ? Electrical, Plumbing, A/C, Painting and carpentry maintainence, and all other miscelleneous maintenance works. ? Maintaining log books ? Attending guest complaints upon request regarding any types of maintenance in guest rooms. ? Conducting fire panels, smoke and heat dectetors quarterly service. ? Liaising with sub-contractors ? Carrying out reactive, and preventative maintenance for the guest rooms and public areas. ? Doing monthly fire drills in accommodations and hotel. ? Follow up with fire equipments like smoke detectors, fire hose, glass breaker, gas cylinder etc with the outside contractor before expiry. ? Regularly updates the accommodation allocation and room inventory, & inform the vacant bed space to HRM. ? Proper filing of all the accommodation related documents like Tenancy contract, Ejari contract, Maintenance request, Water & Electricity bills, Du bills, Gas connection bills, Trade license, Employee list, Delivery Note, Accommodation Stay over request etc. ? Responsible for the renewal of staff accommodation and HOD's apartment before expiring. ? Preparing the approval of renewal contract form by taking three quotation. Follow up with the accounts for the payment cheques and summitted to the landlord office before expiring. ? Updating all the apartment list for the next renewal and a reminder has been sent by email. ? While renting a new apartment ensure that the apartment is well painted, all maintenance work done, window curtain, furniture, kitchen equipments etc as per FF&E, and make sure that all the keys are collected from the building. And if anybody vacating the apartment pay all the dues, disconnect the DEWA and return all the keys, then ask for the deposit money. ? Follow up with muncipality if any housing fee needs to endorse. ? Responsible for incidents in the accommodation and reports to Human Resources Manager. ? Proficiency in problem solving and related issues. ? Picking and dropping employee to the airport. ? Coordinating with the contracting company like security, Transportation, maintenance, pest control, outside supplier concerning all issues. ? Coordinating with the Cleaning Company to maintain the hygiene standards in order to provide our employee a healthy environment. ? Following up with the purchasing department on pending items related to the staff accommodation. ? Responsible for arranging rooms for new staff as per hotel standards. ? Preparing inventory list for all rooms and stores in accommodation. ? Conducting monthly activties for

Latest Company	Centro Barsha Rotana Hotel, Dubai
Telephone No	+971 4 704 0000
Address	Al Barsha - Al Barsha -1 Dubai, UAE
Date Of Join	2009-12-20
Last date at Job	2018-07-31

EXPERIENCE CERTIFICATIONS

Certifications
Colleague Accommodation Supervisor

NOTA:-

Siamo Galaxy Seven Italy, società di reclutamento approvata dal governo dei Paesi Bassi e dell'Italia. Siamo stati nominati consulenti delle risorse umane per il richiedente di cui sopra. Il candidato (CV) di cui sopra è il nostro candidato registrato e riconosciuto, pertanto te lo assicuriamo, il richiedente sarà educato, sobrio e gentile. Dopo aver ricevuto l'approvazione del permesso di lavoro da parte del governo italiano, la nostra azienda aiuterà il richiedente a predisporre i documenti necessari per affrontare l'Ambasciata italiana nel Paese del richiedente per elaborare il visto. Dopo il rilascio del visto, la nostra azienda assisterà il richiedente offrendo alcuni corsi di formazione HSE e di primo soccorso di base ma molto importanti. Noi Galaxy Seven Italy forniremo al richiedente una conoscenza adeguata dell'etica/comportamento del lavoro e della LEGGE italiana. Il nostro rappresentante dell'ufficio sarà sempre raggiungibile presso la nostra sede in Italia con supporto online 24 ore su 24 per rispondere al datore di lavoro (Azienda) del richiedente per assistere l'intero processo. Il nostro intero servizio è una pratica di reclutamento etica. Non addebitiamo denaro/commissioni al richiedente VISTO o LAVORO in ITALIA.

NOTE:-

We are Galaxy Seven Italy, Government approved recruitment company of the Netherlands and Italy. We have been appointed as HR consultant for the above applicant. The above (CV) applicant is our registered and recognized candidate, we would therefore be assuring you that, the applicant will be well mannered, sober, and gentle. After receiving the work permit approval from Italy Government, our company would assist the applicant to arrange the necessary documents to face the Italian Embassy at the Country of applicant to process the visa. After issuance of visa, our company would assist the applicant by giving some basic but very important HSE and First aid

training courses. We Galaxy Seven Italy would provide proper knowledge to the applicant about work ethics / behavior and LAW of Italy. Our office representative would be at all-time accessible at our Italy office with 24 hours online support to reply to the employer (Company) of the applicant to assist the entire process. Our entire service is an ethical recruitment practice. We do not charge any money / fees from applicant for VISA or JOB in ITALY.

Please consider the environment before printing