



# MANOJ KUMAR



0562359776



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ABU DHABI, UAE 00000



INDIAN

## SKILLS

- Supplier performance management
- Troubleshooting and problem solving

## EDUCATION

03/2013 - 04/2014

girl sen. sec. school taraori |  
india

Certificate of Higher  
Education: medical

09/2016 - 09/2019

kurukshetra university |  
india

bachelor: mathematics

## LANGUAGES

English

Fluent

Hindi

Fluent

Arabic

Beginner

## PROFESSIONAL SUMMARY

Strategic planner and operational leader with strong background improving performance, productivity, efficiency and profitability of departmental and organisational operations. Practiced in providing assorted teams with support and resources to succeed.

## WORK HISTORY

09/2021 - 05/2023

**Operation Supervisor**

**RAMLAT AL BATIN GENERAL CLEANING & MAINTENANCE CO |**  
ABU DHABI, UAE

- Constantly met profitability targets by monitoring operational performance against agreed KPIs and promptly addressing areas for improvement.
- checking of cleaning of housekeeping staff , meet to staff weekly and trained them for grooming and work
- Manage accommodation ,salary sheet , staff attendance , mobilization of staff , transport also
- Optimised supply chain through effective supplier performance management.

01/2019 - 01/2021

**Senior Cashier**

**SOMA ROADIS | KARNAL, INDIA**

- Assisted customers with additional needs in transporting goods to vehicles, elevating client service.
- Minimised long register queues by completing sales transactions quickly and accurately.

05/2016 - 04/2018

**Computer Operator**

**BHARDWAJ MANAGEMENT CONSULTANT | KARNAL, INDIA**

- Operated computers and data processing equipment in line with established procedures.
- Maintaining attendance with payroll software and excel and data storage.

## **ADDITIONAL INFORMATION**

PASSPORT NUMBER :- S2987678

MARITAL STATUS :- MARRIED

DATE OF BIRTH :- 14-FEB-1995

GENDER :- MALE

CURRENT VISA STATUS :- CANCEL VISA