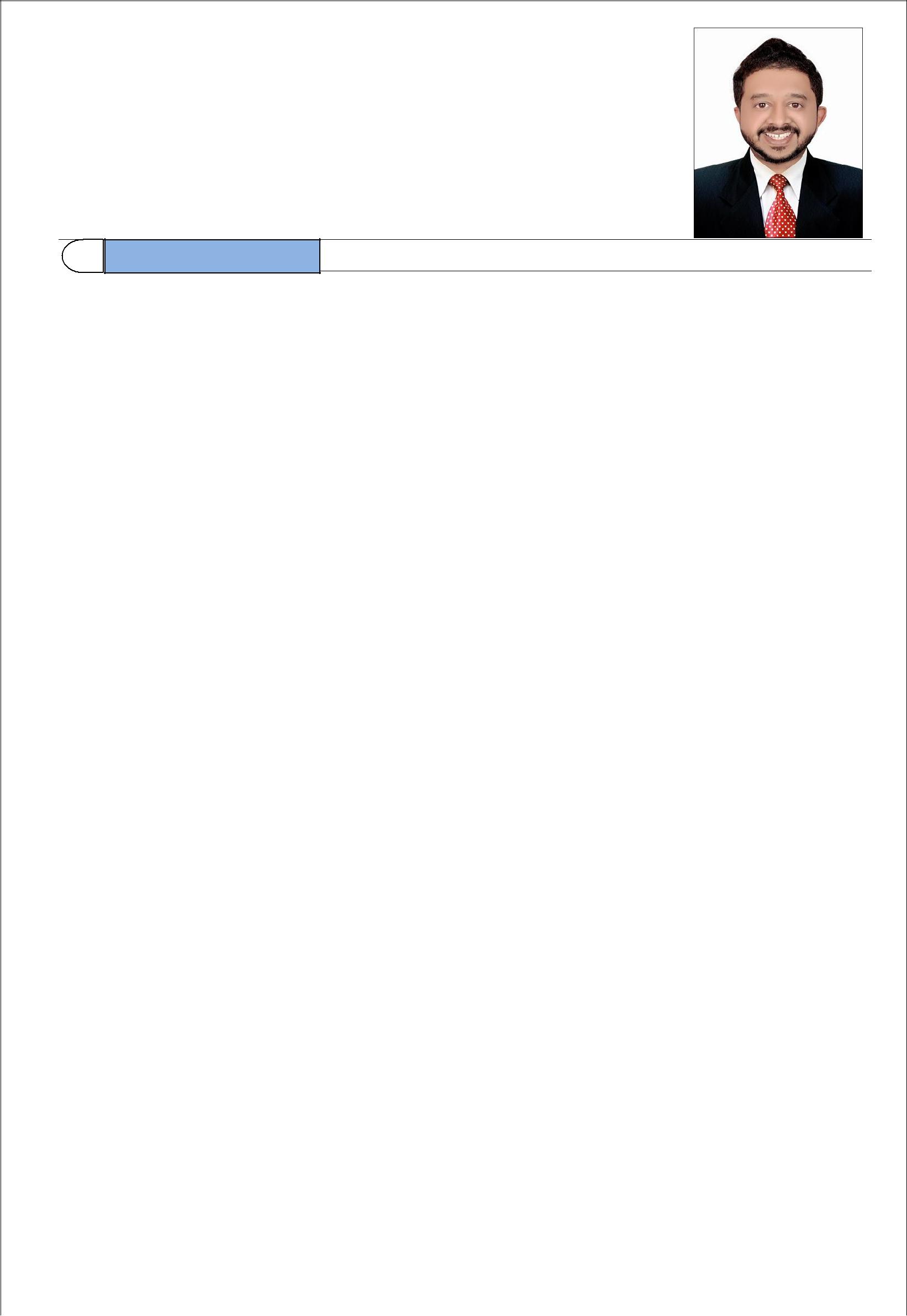
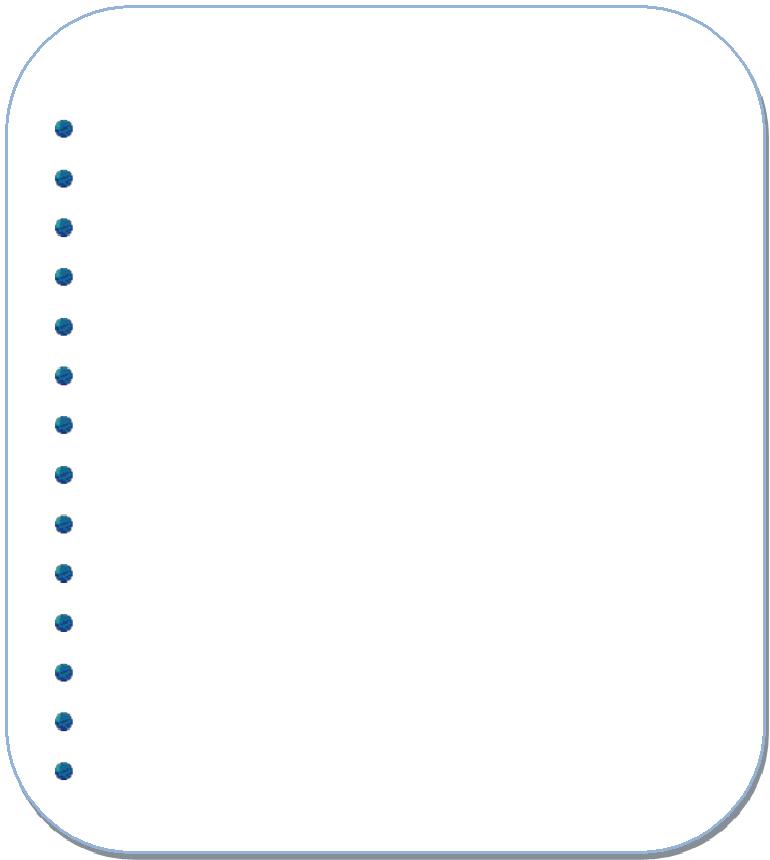
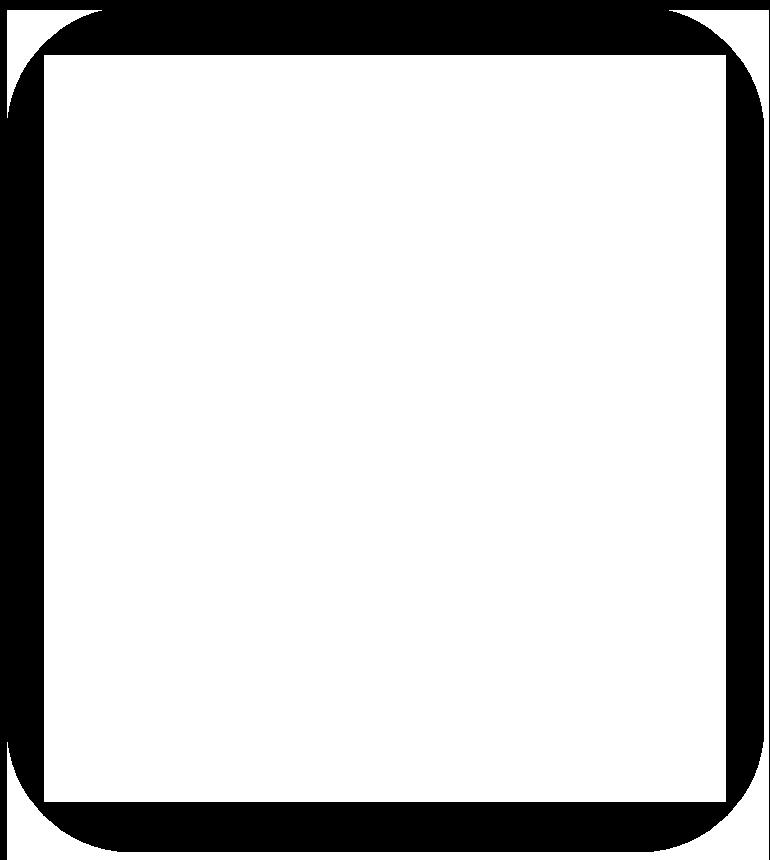
**Melvin**

**Facilities - Operations - Projects Professional**

Email: [melvin.180106@2freemail.com](mailto:melvin.180106@2freemail.com)

**PROFILE SUMMARY**



MBA qualified professional with 11+ years of outstanding record of accrued expertise in managing sophisticated facilities, properties, directing high worth fit-out projects and assets. Demonstrated strong competencies and best strategies in service management and process implementation supporting all core business units, by making sure that the organization maintains the most ideal working environment for all employees and activities in line with the organization budget and schematics. Rich experience gained from multinational companies hence astute in all facets of project management viz. strategic planning, tendering, budgeting, cost control, contract negotiation, quality controls implementation, logistics coordination, construction supervision and technical team leadership. Possess capabilities in coordination and managing of project and events, willingness to undertake wide range of task to this end. Strategic with high level analytical aptitude, problem solving capabilities and zest in shaping challenges into concrete achievements hence heavily relied upon for valued opinions in key decision-making. Aspiring to contribute and work actively to any reputed organization where knowledge and experience will have a valuable impact.



**KEY QUALIFICATIONS**

**STRENGTHS**

11+ years Proven Experience in UAE Expertise in Facility Management & Projects Adept in Procurement and Tender Processing Service and Retail Contracts Management Adherence with Set Policy & Quality Standards Corporate Communication Customer Satisfaction Enhancement

Meet Project Deadlines & Set Budgets Multi Projects Management

Expert in Planning – Research – Evaluation Environmental Sustainability

Enhancing the safety experience of the premises Strong Commitment to Service Excellence Emergency Preparedness with Business Continuity

|  |  |  |
| --- | --- | --- |
| **Master of Business Administration -** Murdoch University, Perth, Australia | **2013** |  |
|  |  |
| **B. E. Mechanical Engineering -** Sathyabama University, Chennai, India | **2007** |  |
| **IPAF License Holder (1a, 1b, 3a & 3b)** |  |  |
| **IOSH certified** |  |  |



**ACHIEVEMENTS**

* Consistently received appreciation from the management in establishing outstanding work performance.
* Demonstrated resourcefulness and initiative to support top management with flexibility in working well in cross-functional teams.
* Used personal judgment and initiative to develop effective and practical solutions to challenges and obstacles
* Played vital role in researching and generating Maintenance Methodology (A maintenance encyclopedia which shows all methods of maintenance, times of application and maintenance, spare parts procuring details, warranty, insurance and Life cycle details) for Zayed University’s Technical Department.
* Successfully managed various events and gain appreciation from management, colleagues, family and friends.

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**Melvin**

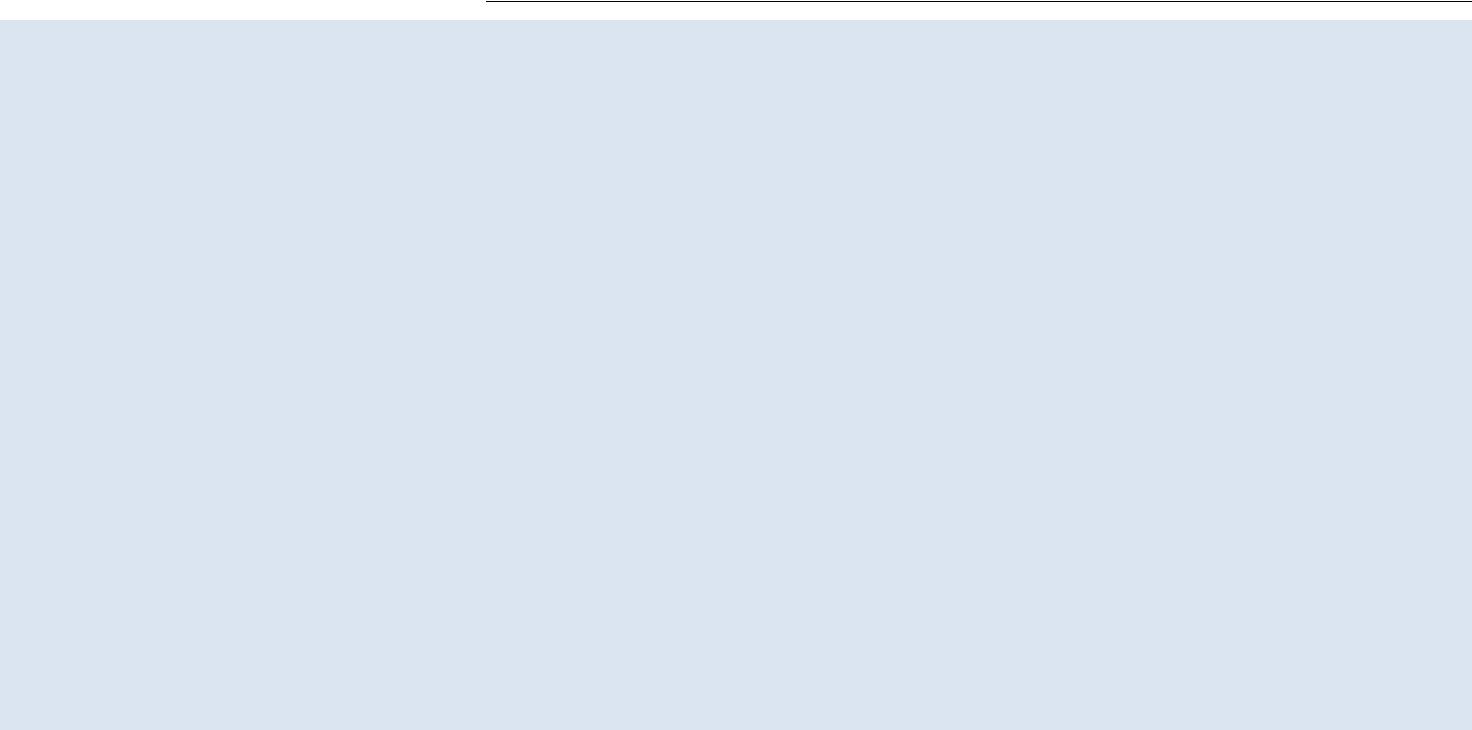
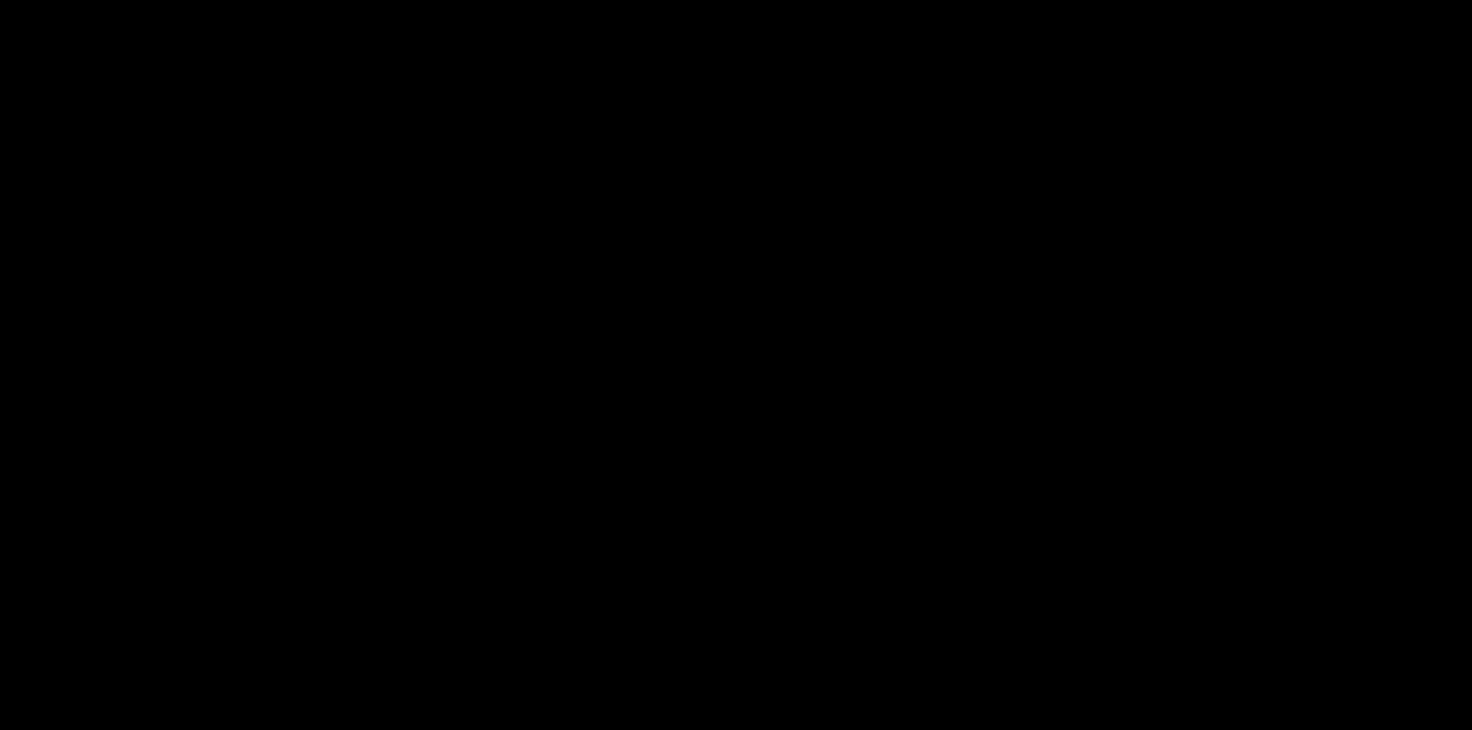


**CAREER SNAPSHOT**

|  |  |  |
| --- | --- | --- |
| **Facilities Officer,** Abu Dhabi Men’s College –Higher Colleges of Technology, UAE | **Feb 2013 – Present** | |
| **Operations Engineer,** Serco–JBI Properties, UAE | **Jul 2011** | **- Feb 2013** |
| **MEP Coordinator,** Khansaheb Civil Engineering LLC, UAE | **Jan 2009** | **– Jun 2011** |
| **Quantity Surveyor,** Advanced Composites FZC subsidiary of Emaar Industries, UAE | **Jul 2007 – Jan 2009** | |



**AREAS OF EXPERTISE**



**Facilities & Operations Management**

* Plan strategy to ensure efficient management of assets; manage, maintain and support reliability of the systems, equipment, properties and assets in the facility
* Perform short term and long-term planning for the property.
* Manage resources including budget, staff, contractors, consultants and finances.
* Supervise development and monitor facilities maintenance program.
* Direct all activities relating to contracted facility services, including but not limited to technical reviews, materials, equipment and product requisitions.
* Handle project management, supervise and coordinate work of contractors including preparing documents to put out tenders for contractors.
* Detail analysis and study of alternatives available as an adjunct to completing projects.
* Estimate possible costs of equipment and machinery required for completion of projects.
* Manage all activities related to Retail Vendors and Contract managements, including leasing, collections, quality standard management and communication.
* Continually review and set up improvements to current procedures. Introduce changes in existing projects without disturbing ongoing process, thus increasing output and reducing operating costs.
* Establish a dynamic work environment to heighten employee potential and productivity.
* Use performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement.

**Project Management**

* Plan, organize, lead and coordinate activities of all personnel across all disciplines to ensure delivery of projects within parameters of time, cost and quality consistent with client requirements.
* Understand scope of project to develop strategic plan. Construct network of work appropriate for specific project and to identify best series of events in correct order for project to finish on time and on budget.
* Coordinate project plan to team and all internal/external parties involved. Deal with project consultants, subcontractors, project engineers and other government bodies, utility services companies, etc.
* Assist in developing concepts, plan, design, sketch detailing of drawings and presentation for projects and submission drawings to meet local authority and client’s requirements.
* Manage design process in liaison with consultants from concept design stage, schematic and detailed design stage until tender. Communicate with clients, take approvals and submit built drawings.
* Provide Technical Support for estimates during tender periods. Break down items in bill of quantity for pricing, estimation and preparation of tender document for subcontractor - supplier.
* Analyze bidding documents, letter of intent, contract and subcontract with client, supplier and consultant.
* Ensure timely availability of all approved drawings/schedules as well as technical data from consultant/client.
* Monitor and control progress of project viz. budgeted costs, quality, timelines, standard of contractor and consultant in order to ensure that project specifications and approved parameters are met.
* Manage project documents in accordance with approved templates and in line with company QA/QC policy.

**Events Management**

* Liaising with speakers, performers, venues and other suppliers so that all elements for an event are properly booked, organized and accounted for.
* Project planning for each event, including budgeting. Monitoring against plan, and other task needed.
* Working across departments with Content, Sales & Executive to ensure all Premier objectives are achieved. Create a post event evaluation report, for the Marketing team, finance team and Executive.

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**Melvin**



**PROVEN JOB ROLE**

**Facilities Officer, Abu Dhabi Men’s College – Higher Colleges of Technology, UAE**

*The system of the Higher Colleges of Technology is a community of more than 20,000 students and almost 2,000 staff based on 17 campuses throughout the United Arab Emirates (UAE) - the largest higher education institution in the UAE*

* Solely managing a team of **95+ staffs**, including Security, MEP, House Keeping, Landscape, Clinic, Water feature, Fire Fighting and Civil Contractors.
* Preparing **Request for Proposal** for the design and construction of new facilities and infrastructure, partake in the preparation of construction contracts.
* Managed lease contracts for **9 Restaurants and 4 Retailers.**
* Efficiently tracking all testing and commissioning required by contract documents and coordinating the attendance of key stakeholders at operation and maintenance sessions.
* Hands on in managing **logistics, fleet management, mail management**, **procurement,** controlling allocated budget and other services in the college campus.
* Oversees the preparation of **design proposals, including verifying design specifications and drawings** are in compliance with requirements, codes and standards.
* Participating in the preparation of **snag lists** prior to building handover and monitoring facilities throughout the warranty period for deficiencies.
* Monitoring and ensuring that the onsite construction projects and facilities are in line with contract compliance, **quality control, and adherence to safety regulations and codes**; attends site progress meetings withcontractors.
* Oversees document control procedures for facilities-related documents, including drawings, proposals, warranties, and operation manuals
* Effectively setting out **tenders** and evaluating as well as managing contractors including specialized contractors and eligible contractors for modification and **construction** of additional facilities.
* Facilitate in reviewing and recommending needs of organization and contributes to the development of policies and procedures.

**Operations Engineer, Serco – John Buck International, UAE**

*John Buck International is a subsidiary of Mubadala, which is involved in development and property management of various government properties. In Feb 2012, the entire ownership of JBI was acquired by Serco Middle East from Mubadala. Serco is an international service company with its presence over 30 countries employing over 100,000 staff.*

* Responsible to checked and studied functional statements, organizational charts, project information to determine functions, responsibilities of workers as well as work units and to identify areas of duplication.
* Established work measurement programs and analyzed work samples, workforce utilization, facility layout, operational data, production schedules and cost to develop standards for labor utilization plus determine optimum worker and equipment efficiencies.
* Established and ensured standards and policies for installation, modification, quality control, testing, inspection and maintenance according to engineering principles and safety regulations.
* Handled the maintenance of plant buildings, equipment and coordinated the requirements for new designs, surveys and maintenance schedules; Take part in testing & commission of electrical & mechanical systems.
* Coordinated with essential central services such as Security, Maintenance, IT/AV, Landscaping and cleaning. Identified as well as report risks in machinery, plant equipment, fire services and electrical reticulation.
* Oversaw the development of predictive, preventive and reliability centered maintenance programs, including maintenance check sheets, logic decision trees, predictive techniques and related engineering analysis.
* Ensured all work carried out on the property is legitimate, HSE regulations is carried out, municipal by laws, government legislation, building codes, compliance with the company IMS relevant to the respective job and inspect plant for optimum performance is maintained.
* Effectively generated, issued and closed of DLP (Defect Liability Period) inspection reports to the contractor.
* Maintained first class relations with all tenants and visitors and respond to any complaints promptly.

***Projects Handled***

 Zayed University, Abu Dhabi, UAE, AED 3.5 Billion Jul 2011 – Feb 2013

**MEP Coordinator, Khansaheb Civil Engineering L.L.C., UAE**

*Khansaheb Civil Engineering L.L.C. has been operating in the United Arab Emirates for over 72 years being a leading provider of high quality services in Construction, Joinery & Interiors, Ceilings & Partitions, Architectural Metals Works, Building Services, and Building Products. Khansaheb has successfully completed some of the most prestigious projects in Dubai including projects at Jumeirah Beach Resort, The Mall of the Emirates, Dubai World Trade Centre, Wafi city including the Raffles Hotel and the Bab Al Shams Desert Resort.*

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**Melvin**

* Supervised and assisted the installation on site, drawing and quality for the material installation. Thoroughly reviewed design drawings, suggest areas of concern ambiguity, function, etc.
* Reviewed the scopes, performance and assist in buyout and award of subcontractors of HVAC, Plumbing, Fire Fighting and Electrical related trades on assigned projects.
* Ensured satisfactory installation, completion, QA documentation, testing, commissioning of MEP Services on project and support Project Team with MEP information affecting the progress of the construction works.
* Coordinated, witness tests, equipment/systems start-ups and operating / maintenance training along with appropriate personnel from the client agency.
* Managed all site related design information including the reviewed of general contractor initiated paperwork, schedules, RFI’s, etc. and address all items that have an impact.
* Work with general and MEP trade contractors to determine acceptable routing and equipment locations.

***Projects Handled***

|  |  |  |
| --- | --- | --- |
| IBIS and Suite Hotel - Al Barsha, Dubai, UAE, AED 560 Million | Jan 2009 | – Nov 2009 |
| IBIS Hotel and Offices - Al Rigga, Dubai, UAE, AED 226 Million | Feb 2009 – Dec 2009 | |
| Pullman Hotel - Al Barsha, Dubai, UAE, AED 480 Million | Aug 2009 – Mar2010 | |
| Ducab EHV & HV Facility - Dubai, UAE, AED 500 Million | Jan 2010 | – Apr 2011 |
| The Lost City–Al Furjan, Dubai, UAE, AED 900 Million | Jan 2011 | – Jun 2011 |

**Quantity Surveyor, Advanced Composites FZC, UAE**

*Advanced Composites FZC, is a subsidiary of Emaar Industries and Investments (Pvt) JSC, Dubai and is a leading manufacturer and supplier of Pre insulated GRP / GRE / GRV pipe systems for District Cooling, Drainage & Sewerage, Oil & Gas, Potable Water and Storm Water applications.*

* Review of contract against the estimated / tendered values as well as drawings and specifications.
* Prepared technical submittals for client and organized financial claims for projects where extension of time is applicable; Managed quantity take – offs, costing and pricing for the requested works.
* Generated the Bill of Quantities for the submission of tenders; Listing out and valuation of variations; Preparation of interim and final payment application.

***Projects Handled***

|  |  |  |  |
| --- | --- | --- | --- |
| Jumeirah Village South Triangle, AED 56 Million | | Jul 2007 | – May 2008 |
| Jumeirah Village South Circle, AED 175 Million | | Sep 2007 – Jun 2008 | |
| Palm Jebel Ali–Crescent A., AED 58 Million | | Jul 2008 | – Dec 2008 |
|  | Great Man Made River Project – Libya, USD 18 Million | Aug 2007 – Jan 2009 | |
|  | Palm Jebel Ali – Crescent E., AED 53 Million | Aug 2008 – Jan 2009 | |



**PROFESSIONAL DEVELOPMENT**

***Other Projects Handled***

* Methods of Money Transfer – Marketing Strategy – Mashreq Bank, Dubai, UAE
* Valve Noise Reduction – Hyundai Verna – Hyundai Motors, Chennai, India.
* Spindle Assembly Drill Punch Design – Indian Coach Factory, Chennai, India.

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| --- | --- | --- | --- | --- | --- | --- |
| ***Trainings & Workshops*** | |  |  |  |  |  |
| Supervising Health & Safety | | |  | Work Related Skills |  | Nanotechnology |
|  | 2nd Level First Aid & CPR | |  | Interpersonal Skills |  | Globalization |
|  | Fire Marshall | |  | Entrepreneurship |  |  |

***Technical & other Skills***

* Specialized in ELV system, lighting systems and controls, vertical transportation, lightning protection, fire detection, alarm systems, voice and data communications, SMATV, CCTV and security systems.
* Sound knowledge in low energy solutions and building integrated renewable energy systems such as wind turbine and photovoltaic systems.
* Proficient in Engineering Software Application such as Caesar II, AutoCAD, Micro Station,
* MS Office Suite, FMS, and IMS.



**PERSONAL DETAILS**

**Nationality**: Indian

**Marital Status**: Single

**Driving License**: UAE & India.

**Languages**: English, Hindi, Malayalam and Tamil.

**Hobbies:** I have travelled to different parts of the world and love music.

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