**First Name of Application CV No 1643580**

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**ADMIN MANAGEMENT – FACILITY – SEEKING MANAGERIAL POSITION**

**Maintenance / Operations / Health and Safety /Operation**

**CAREER SNAPSHOT**

* 17+ years of experience in identifying needs and prioritizing initiatives with multi-million dollar budgets
* Proven history in implementing strategies that reduce cost, streamline process, improve energy efficiency and drive sustainability
* Deep knowledge of Dubai and Abu Dhabi Municipality legislation and experience of liaison with JAFZA, EHS, Chamber, Immigration, Customs, DEWA, Etisalat, Emarat, Du, TRA
* Strong knowledge of UAE laws including LLC and Free Zone Companies
* Known for leadership skills and ensuring optimum performance along with an unique capability of interacting with multiple people of various nations and cultures at ease
* Have led by example and majorly followed for excellent Time Management capabilities

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**CORE COMPETENCIES**

* Management Principles
* Risk Management
* Information & Knowledge Management
* Project Management
* Personal Leadership
* H R Management
* Relationship with Suppliers / Contractors
* Labour & Immigration Management
* Customer Services
* Property Management
* Property & Building Services Maintenance
* Space Management
* Support Service Operations
* Sustainability & Environment Issues
* Energy & Utility Management
* Financial Management
* Procurement, Contracts & Contracts Management
* Legislation Codes, and Regulatory Issues
* Facilities Management – Development & Trends

**SCHOLASTIC DETAILS**

* Bachelor of Business Administration Management – University of Ashley – USA
* Diploma in Computer Science and Engineering – KHK Institute of Engineering – India
* Diploma in Computer Science – Microsoft Data Pro - India

**KEY SKILLS & EXPERTISES**

* Oversee efficient system and process that ensure that response to complaints & break down downtime are minimized at all times
* Administer the tender of outsourcing contracts of services
* Plan & manage the implementation of the outsourced contracts to ensure building equipment are maintained property
* Execute an effective program on Security & Safety aspects for the University
* Supervise Environmental, Safety & Health (EHS) Team, workplace injuries, accidents and environmental impact management by ensuring compliance by providing high quality training, comprehensive workplace evaluation, emergency response, hazardous materials management and by managing regulatory information to all employees, owners, visitors and contractors
* Ensure all administrative procedures meet company standard operating procedures, and contractual requirements
* Ensure strict adherence to company policy and compliance with the local authority requirements
* Maximize the building value by implementing proper operating and capital expenditure control system
* Minimise energy loss and to ensure safe efficient working of all electrical and mechanical equipment
* Implement preventive maintenance for the efficient upkeep of the common area of University
* Advise and recommend compliance with all regulations and by laws as per relevant legislation and local authorities
* Develop and implement strategic plans on use of space, renovations to accommodate growth throughout the organization
* Provide guidance and recommendations with implementing policies and procedures concerning security, EHS and risk management
* Identify and lead department initiatives to improve deliveries through effective communication, collaboration and execution
* Confer and lead in the development and implementation of capital improvement projects

**PROFESSIONAL WORK EXPERIENCE**

**SOBHA LLC, DUBAI, JAN 2015 – TILL DATE**

**ADMINISTRATION MANAGER**

**KEY AREAS OF WORK**

* Responsible for cost tracking summary & budget. Minimizing the cost by daily checking of wastage / consumption, material & issue. Daily follow-up with labour Camp with Camp Admin and update to Group Head Manager about ongoing issue.
* Administration - Assisting in finding new labour camp for Meydan Sobha LLC project, liaising with vendors, daily follow up, daily camp reports, occupancy verification, maintenance report, AMC's, housekeeping services, daily cost checking, attendance & discipline, self-audit of activities, follow up for approval of requisition.
* Travel ticketing and Hotel Accommodation: Assisting to get corporate rates for company bookings.
* Transportation - verification of fleet uses, verification by location, log sheet and efficiency, maintenance repair & follow ups, salik monitoring, time sheet verification and approval of expenses, safety training for drivers etc
* Statutory requirements - Dubai civil defence compliances, municipality health dept. compliances, etc.
* Catering & Mess Facility – to check, verify Office Canteen, reduce wastage
* Visit at camps – SPOT – CHECK - visits camps during Friday & Holiday to ensure decent housekeeping, no gambling, etc.
* Check and recommend for approval of daily cash expense - monitoring and checking physically on daily basis cash expenses in camp.
* Approval of PRs (1st level), receiving & checking all stationary and office facility and maintenance items.
* Office Setup- to make sure neat & tidy office area, reception manners, cafeteria hygiene matters etc
* Transport co-ordination from Camp and site, Visa Medical and Emirates ID arrangement for all the staffs
* Monitoring Camp occupancy, Entry and Exit updates
* Monitoring company vehicles corporate Fuel account with Eppco.

**ACER COMPUTER – ME – LIMITED, JEBEL ALI, JULY 2005 – JULY 2014**

**ADMINISTRATION and HR & FACILITY – TEAM LEADER**

**KEY AREAS OF WORK**

* **STRATEGIC MANAGEMENT**
* **Systems Improvisation:** Played a key role in the analysing an overview of the system, a brief description of the major tasks involved in the implementation, the overall resources needed to support the objectives
* **Provide leadership and direction:** Supervising and directing all operations and administrative functions of department. Plan long range goals, objectives, organizational structure and direction of company goals relating to strategic plans
* **Management of staffs:** Supervise staff and develop goals for employees, evaluate their performance, motivate and train as necessary
* **Provide Financial Management / Direction:** Develop annual operating and capital improvement program budgets for departments. Monitor financial performances to keep revenues / expenses within budgetary parameters
* **Space Management –** Planning for utilizing maximum space and tracking the space and occupancy
* **Supplier Management –** Handling the negotiation with suppliers on pricing, and deciding on releasing of purchasing order with cost reduction
* **Labour and Immigration :** Handling of Employees Visa Renewals, Medical , Insurance, Family visa etc
* **FACILITY MANAGEMENT**
* Managing the office facilities, maintenance and repairs – MEP
* Renovation of office, warehouse building repair and painting, water proofing
* Responsible for managing the AMC Contractors and suppliers
* Adept at managing administrative activities involving purchase of equipment, maintenance of procurement, housekeeping, safety, security, employee induction etc.
* Planning and preparing monthly reports pertaining to finance required for maintaining office infrastructure and facilities
* Vendor management- Oversee acquisition, installation and commissioning of equipment that are required for the facility – IT Systems, air conditioning etc
* Monitor all Statutory Compliance areas and liaise with governmental authorities, insurance customs etc
* Managing AMC agreement renewals
* Asset Management of all Site operations assets across multiple locations

**SELECTED ACCOMPLISHMENTS**

* **Received “THE MOHAMMED MAKTOUM BUSINESS AWARD – MRM BUSINESS FOR THE YEAR 2008”**
* **Installed a new billboard, water tank, and various other development works including construction of office car parking shade of 150 cars**
* **Stellar success in managing the entire renovation works, building repairs, facility and maintenance etc**
* **Efficiently inspected all the contracted services to ensure performance measures are being best maintained**

**AL GHAWAS SCIENTIFIC ENTERPRISES LIMITED, ABU DHABI, JUNE 2000 – JUNE 2005**

**OFFICE ADMINISTRATOR**

**KEY AREAS OF WORK**

* Key person to manage the administration, operation, sales and also customer service
* Company Trade license , Visa Renewals, Staff Medical and Immigration related service
* Banking – Opening L/C documentation, Managing all legal process for Import and Export, Inspection and documentation preparation as per UAE Central Bank guidelines
* Handling the liaison activities with banks, chamber of commerce, governmental bodies, legal bodies etc
* Managing the inventory, projects management
* Key person to manage the compilation of data for company financial accounts, fixed assets and audits
* Staff Salary and Leave records

**SELECTED ACCOMPLISHMENTS**

* **Managed the supply and installation, commissioning of ECG machines, Bedside monitors, Pulse oxi meters, HFO units, in Corniche, Mafraq.Tawam, Al Saqr,and Zayed Military Hospitals**
* **Handled the supply and installation, commissioning of setting up Biology, Environment, Physiotherapy, Civil Engineering, Health science Labs at University of Sharjah, Universal Testing Machines for AUS, AUD, Sharjah Municipality**

**Short Span:**

Worked as “Business Development Executive” at DWC for Saimaac Global Trading DWC-LLC from June 2014 to Jan- 2015.

**PREVIOUS ASSIGNMENTS**

* Ghantoot Road and Contracting Company – Abu Dhabi – June 1998 – June 2000 – Assistant Quantity Surveyor
* AL Sharaq Office Company – Saudi Arabia – April 1994 – October 1997 – Worked as a “Work Controller”

**PROFESSIONAL TRAININGS RECEIVED**

* First Aid Fire Fighting Training from – PCFC Fire Department
* First Aid Training American Heart Association
* Internal Quality Management System (QMS) Auditor Training Course

**PERSONAL DOSSIER**

* Date of birth: 19th April 1971
* Languages: English, Hindi and Basic Knowledge of Arabic