**SIKANDAR**

**CAREER OBJECTIVE:**

A position on CAFM / CMMS Operator with good communication skills & the ability to work in a dynamic organization in exploring career prospects & seeking challenges where opportunities grow both personally and professionally equally to utilize my skills effectively & efficiently thereby contributing towards the growth and development of the organization.

**PROFILE SUMMARY:**

* Currently on Employment (Residence) Visa, & immediately available to join a challenging position in a reputed organization.
* Working in a fast paced & stimulating environment can handle multiple task effectively and very much flexible with time.
* Excellent communication skills with strong interpersonal & analytical skills.
* Possesses excellent organizational skills & can work well independently.

**CAREER PROGRESSION:**

Current Job: ***CAFM / CMMS Operator (FSI Concept Evaluation)***

Company: **Kharafi National LLC** **(Dubai)** 28th Dec 2013 to till date

* Document management, Concept Reports, Crystal Reports.
* Administer the Management Information System section of the CAFM system to ensure management has

 all necessary information for their decision making.

* Produce weekly reports on the implementation and running of the CAFM project for review by the Head of Administration.
* Familiarize, understand and implement QF health, safety, and environment policy.
* Commendable Knowledge on FSI Software.
* Supply all relevant information to the supplier to enable them to tailor the system appropriately.
* Act as the focal point for all issues and information on the CAFM system.
* Organize “Train the trainer” courses for CAFM users to ensure that all staff have adequate knowledge of

the system.

* Answer any questions from users that were escalated by the CAFM Portal Coordinator to ensure all

enquiries are dealt with adequately and in a timely manner.

* Establish and effectively lead a highly capable team who will deliver against the strategic growth objectives
* Coordinate engineering key performance indicators.
* ***CAFM / CMMS Operator (Maximo & Infor EAM)***

Company: **Saudi Services Company (SBGOM) (Saudi Arabia)** 11-05-2011 to 13-06-2013

* To support full utilization of the Maximo CMMS system for planning and maintenance activities and related cost control features.
* To ensure data quality control of the MAXIMO system databases.
* To comply with all company Health, Safety and Environment as well as Work Permit, policies and procedure
* To assist users in the methods for entering and configuring the data.
* To train users in the functions, application and operation of the MAXIMO System
* To train users in the functions and operation of other associated software such as Crystal Report Writer

and MS Project.

* To provide on job training for MAXIMO end users and Basic Training for new users.
* To assist users in their day-to-day system queries, and advise on new developments and procedures.
* To maintain a list of users’ problems and provide solutions.
* To provide On Job Training to meet Competency Based Training programs.
* To perform routine maintenance on the system static data, records and tables.
* To produce ad hoc information and design new reports as requested through the IT department.
* To audit the integrity of system data, and inform and advise users of system misuse and non -compliance.
* ***Computer & Data Entry Operator***

Company: **D.B. Hospital Churu Rajasthan India** Feb. 2007 — May 2010

* Prepares source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.
* Records data by operating data entry equipment; coding information; resolving processing problems.
* Protects organization's value by keeping information confidential.
* Accomplishes department and organization mission by completing related results as needed.
* ***Document Controller***

Company: **India Medical Agency** May 2004 — Jan 2006

* Gathering information for implementing the new project
* Collecting inputs from clients
* Listing out the Documents and documenting the project details
* Explaining the Project Plan to internal execution team
* Describing all possible document flow structure.
* Submission of documents and creating Transmittal through Document Control.
* Describing and creating the Acknowledge letters for the clients.
* Tracking the pending documents through weekly progress reports
* Notifying the involved party for tracking appropriate action on the pending documents

 **EDUCATIONAL QUALIFICATION:**

* M.A. from university of Bikaner Rajasthan(INDIA) Year-2006
* B.A. from university of M.D.S. Ajmer Rajasthan (INDIA) Year-2003
* Senior Sec. from BSSE Board Ajmer Rajasthan (INDIA) Year-2000
* SSLC from BSSE Board Ajmer Rajasthan (INDIA) Year-1998

**COMPUTER SKILLS:**

Post Graduate Diploma in Computer application.

**From Jan2008 to Dec2009**

Advance basic carrier course (Computer)from **May2005 To Dec2005**

Diploma of Auto Cad From **June2007 Nov2007**

**PERSONAL DETAILS:**

Date of Birth : 06th July 1981

Gender : Male

Nationality : Indian

Marital Status : Married

Languages known : English, Hindi, Arabic, Urdu & Local Language

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