**RIYAS **

[Riyas.295047@2freemail.com](mailto:Riyas.295047@2freemail.com)

Positon Desired: **Engineering Coordinator**

***OBJECTIVES****:*

To develop a career of excellence and to increase a challenging role in Engineering Department, I am looking for a challenging position and work place where I can upgrade my challenging career and position with a growing organization which offers good advancement, opportunities and effectively use my potential, interpersonal skill, which I have acquired from the following field of work

***ACHIEVEMENTS:***

* **Nominated as Best Engineering Hotelier Award 2007**

***WORKING EXPERIENCE:***

**Marriott Hotel & Executive Apartment**

Al Jaddaf, Dubai, UAE

Position: **Engineering Coordinator**

Period: May 2013 – December 2014 (Pre-Opening Team)

Job Description:

* Responsible for scheduling, evaluating, coach and counseling of all direct reports.
* Answer telephone calls in professional manner.
* Consistently follow-up all works and monitor all staff , awareness at all times.  
  • Prepare, organize and taking minutes of engineering meeting.
* Monitors completion of all projects and assignments by deadlines.
* Responsible for making sure all employees adhere to Hotel Standards.
* Confirms receipt of purchase order by vendor and tracks progress until received.
* Receives deliveries/confirms accuracy of shipping invoice by comparison to purchase order.
* Codes incoming invoices with proper departmental codes for Engineering Department cost allocation.
* Accurate telephone information calls and login information book for daily work task and relay to concern Engineering in professional way and good manner.
* Responsible for dispatch and assigning daily workload
* Organize daily briefing and departmental meeting.
* Maintain materials purchase order files for all vendors/suppliers.
* Generate purchase requisition and route to appropriate manager/department.
* Maintains and updates departmental "Check Book"/expense log, cross-references to budgetary guidelines for analysis of operating efficiency. Bring discrepancies to Director of Engineering's attention as needed.
* Work with Accounting Department to resolve any problems associated with purchase orders/receiving tickets.
* Obtains competitive bids for all materials and supplies on a regular basis to ensure best possible price and maintenance contracts.
* Researches and investigates new or existing product innovations/improvements, makes appropriate recommendations to management where potential for improvement exists.
* Coordinates removal of all hazardous and bio-hazardous waste materials.
* Forecasting annual operations budget.
* Tracking inspections and certifications.
* Responsible for tracking OSHA paperwork.
* Verify weekly time sheets for accuracy and print pay period logs for signature.
* Consistently offers professional, engaging and friendly service.
* Monitor general quality of work.
* Select correct materials from engineering stores.
* Organize work in a skilled and professional manner.
* Advise asst. DOE or DOE promptly about any problems or failures.
* Ensure that work areas are left in a safe and tidy condition.
* Read and understand technical drawings.
* Work on own initiative pressure without full detailed supervision or direction.
* Request support and direction as needed.
* Be familiar with and comply with all relevant Engineering Department policies, processes and procedures.
* Room P P M Maintenance Work
* Looking after all general complaints in the entire hotel.
* Maintenance of FCU, AHU and central plant chillers.
* Basic knowledge of BMS Operation.
* Shift operation in all shifts.
* Maintenance and repairs of Kitchen Equipments (Burner Range, Tilting Pan, Griller, Deep fat Fryer, Convection Oven, Hot Box, Hot Plate, Plate Warmer, Duck Roaster, Dish Washer,)

**General:**

* Notifies appropriate individual promptly and fully of problems and/or unusual matters of significance
* Executes emergency procedures in accordance with hotel standards
* Complies with required safety regulations and procedures
* Attends appropriate hotel meetings and training sessions
* Maintains cleanliness and excellent condition of equipment and work area
* Complies with hotel standards, policies and rules
* Recycles whenever possible
* Remains current with hotel information and changes
* Complies with hotel uniform and grooming standards

**Melia Dubai**

Bur Dubai, Dubai UAE

Position: Engineering Team Leader Cum Coordinator

Period: January 2012-March 2013 (Pre-Opening) Team

**Holiday Inn Dubai Al-Barsha (Intercontinental Group)**

Al Barsha, Dubai UAE

Position: Senior Technician

Period: July-2008-December 2011 (Pre-Opening Team)

**Coral Boutique Hotel Apartment**

Dubai, UAE

Position: AV and General Technician

Period: April 2006 – May 2008

**Self employed**

Sammanthari, Sri Lanka

Position: **Contractor’s Sector**

Period: February 2002- March 2006

***EDUCATION:***

**Central College Sammanthurai**

G.C.E O/Ls - General Certificate of Education

**Technique Collage Sammanthurai**

Course: Civil Engineering

2001- 2002

***TRAINING:***

* First Aid and Fire and Safety prevention
* Basic Awareness Training Course on Fire Fighting Application
* 6 Month course on General carpenter at Vocational Training Authority of Sri Lanka
* On the job training attended on Personal Hygiene

***LANGUAGE SKILLLS:***

* English
* Tamil
* Sinhala
* Hindi
* Malayalam

***PERSONAL DETAILS:***

Date of Birth: April 22, 1985

Place of Birth: Sri Lanka

Age: 31

Gender: Male

Marital Status: Single

Nationality: Sri Lanka

***HOBBIES AND INTERESTS:***

Cricket, Football and Internet Surfing

***REFERENCES:***

Available Upon Request

***About Me:***

If I’m given an opportunity to work in your good company , I’ve a confident that I’ll be able to work for this position very well and will dedicate my best knowledge and skills that will surely make me an asset to your department, to your organization and to your company.