[Farooq.313918@2freemail.com](mailto:Farooq.313918@2freemail.com)

Dear Sir,

I am currently looking for a new role in Facility Management / O.A. Management / Projects Management Operations or associated discipline.

I am working as Facility Manager / Facilities Operation Manager have 14 years’ experience in Building Maintenance / Facility Operations / Projects Management / O.A Management Costing Tender Management, Budgets, Expert in Commercial and Residential Buildings Management & Maintenance Hard & Soft Services including 24 x 7 On Call Service & Emergency Response.

Since I understand that you are very busy, I have taken the liberty of including my resume with this letter. If we have an opportunity to speak with each other, I can better enumerate how I can be of service to your firm.

Sincerely,  
Farooq

Facilities Manager  
B-Tech Mechanical + (PGD Business Management from London)

* **Experience:**
* Working with **Easy Fix Technical Service LLC Division of Synergy Project Management LLC Dubai UAE as Facilities Manager** from April 1st to till date. MEP Building Maintenance, Operations Management, Building Cleaning Service,(Hard & Soft Services) Budget Preparation Costing, Work Schedules, Manage & Monitor Contracts PPM & Corrective Maintenance, Responsible for Work Schedules & Mobilization of Service Teams, Negotiation & Tendering, Technical Support, Materials Order and Invoicing, Work Orders & Quotes Preparation, Direct Deal with Customers and Sub Contractors, Customers Support Service, Report to GM, Directors & Projects Managers.

**Responsible for Complete Buildings Maintenance Community and Facility Services Including O.A. Management Budget Preparation Board Meetings** (MEP Maintenance, ETS Rooms Chilled Water & HVAC Systems, Fire System, Low Currant System CCTV, BMS. Gate Barriers, Access Control System, Elevators, Standby Generators, Security Service, 3rd Party Inspections, Cradle Maintenance, Garbage Cute Maintenance, Pool Maintenance, Health Club Maintenance, Cleaning Service, External Glass Façade Cleaning, Past Control, Water Tanks Cleaning & Testing, West Management, Landscape etc..)

* Working with **Premium Community Management L.L.C (Owner Association Management) Dubai UAE as Facilities Manager MEP Operations** August 2014 to March 2015. My responsibility to provide MEP Facilities Hard and soft Services Smooth Operations Manage Different projects and Contracting activities and Maintenance Work Monitor and Review Service Reports Method Statement Risk Assent, Corrective Maintenance and Breakdowns Reports, Daily, weekly, Monthly and Annul PPM,

Responsible for (AMC) Annual Maintenance Contacts. (SSP) Specialist Service Providers, Herd & Soft Services. Special

Inspect the Work Negotiation with Suppliers & Contractors for Maintenance & Repair Jobs.

Request Quotes and Prepare Quotes Summary provide Recommendation for Board Approvals.

Issue the Work Orders and arrange all requirements for work place.

Inspect the Work Quality and Sign off Work Completion Reports.

Responsible for all kind of installation Maintenance & PPM at Properties.

Fit out jobs inspection and review approved shop drawings.

For new contracts and service provider conduct interview for new service team or any replacement during the contract and select as per project requirements and contract terms.

* **Key Service Providers.**

MEP Service (AMC), Cleaning Service (AMC), Security Service (AMC)

* **Specialist Service Providers.**

Fire System (AMC), Lifts Maintenance (AMC), Swimming Pool Maintenance (AMC), Gym Equipment’s (AMC)Generator Maintenance (AMC), Chillers & Cooling Towers (AMC), Past Control (AMC), Waste Management (AMC), 3RD Party Lifts Certification (AMC), Garbage Chute System (AMC), CCTV (AMC), Access Control & Intercom System (AMC), Gate Barriers (AMC), Water Tank Cleaning & Disinfection (AMC), Drain Line & Sum Pit Cleaning, Duct Cleaning, HSE Inspections,

* Worked with **COFELY BESIX Facility Management Dubai UAE as MEP Facility Engineer Operations** at **(Burj Khalifa LMF)** Dubai Lake & Fountain Facilities Operations July 2013 to August 2014.(Salzburg AG LLC directly transfer all Burj Staff in COFELY BESIX with mutual understanding during handover project) My responsibility to provide MEP Facility Services Smooth Operations Manage Deferent Contractors Teems activities and Maintenance Work Monitor and Revue Method Statement Risk Assent, Corrective Maintenance and Breakdowns Reports, Daly, weekly, Monthly and Annul PPM Work HVAC MEP Equipment’s Heat Exchangers, FCU, AHU, DX Units, Pumps, Plumbing, Swage System, Air Compressors, Air vessels, LV & HV Panels, Internal & External Lighting, UPS System, BMS Controls, Fire Equipment’s Inspections & Weekly Fire Alarm Testing, Monthly Health & Safety Inspections, Weekly Tool Box Inspection, Lake Cleaning & Maintenance, Housekeeping, Filtration Plants and Water Quality Inspections and Chemical test etc.. Online Reporting.
* Worked with **Salzburg AG Utilities L.L.C UAE Dubai (EMAAR Utilities) MEP Facilities Engineer** Operations (Facility Operations Services as MEP Operation Network Inspection Engineer at BURJ KHALIFA LMF) Dubai Lake & Fountain Facilities March 2013 to Jun 2013 (company closed business from UAE transferred all Burj Management staff and in COFELY BESIX Facility Management)
* Worked with M/s. **ICEBERG INDUSTRIES LG (LS) KOREA LTD as Operations Manager HVAC MEP** **Projects** from August 2007 to March 2011 as Asst. Manager Engineering HVAC MEP Projects Facility Services, Installation and Operation Maintenance Projects (Study in UK) re-join September 2012 to February 2013. Karachi Pakistan My Responsibility to Provide Facility Services Smooth Operation Manage Teams for Operations & Corrective Maintenance, Preventive Maintenance HVAC MEP System, Chillers, Cooling Towers, Boilers, Heat Exchangers, Electrical, Plumbing, Mechanical Equipment’s, Power Generator, Underground Tanks, UPS, Pumps etc..........
* Worked with **HARROW APPLIANCES west London as sales & Maintenance Engineer** for fridge freezers, gas & elect cookers, electric heaters, heat/cool air conditions etc.......May 2011 to June 2012.(part time)
* Worked with **LOUJIEN AIR CONDITIONING EQUIPMENT Co. L.L.C. SHARJAH (UAE) Asst. Project Engineer HVAC (MEP)** (Supervises HVAC MEP Installation Projects, Service & Operation & Maintenance High Raised Buildings.) 2005 to 2007.
* Worked with **SABRO AIR CONDITIONING PAKISTAN as Service Supervisor C.A.C** (After Sales Service, HVAC Installation MDS & PLC Controls & Maintenance Commercial Air Conditioning.) From 2004 to 2005.
* Worked with **AL–SALEM YORK AIR CONDITIONING U.S.A (K.S.A Weston Regent) as Senior Service Technician (HVAC)** (After Sales services, DDC Controls Start up Commissioning, Repair, Overhauling & operation & Maintenance Commercial Air Conditioning.) From 2002 to 2004.
* Worked with **SABRO AIR CONDITIONING KARACHI PAKISTAN as Service Technician C.A.C** (After Sales Service, Installation & Maintenance Commercial Air Conditioning.) From 2001 to 2002.
* Worked with **THERMOTACH ENGINEERING KARACHI PAKISTAN as Senior HVAC Technician** (E.O.B.I MEP Projects operation Maintenance Commercial Air Conditioning.) From 2000 to 2001.
* Worked with **AIR TECHNIQUES ENGINEERS KARACHI PAKISTAN as A/C Technician** (GULF HOTEL MEP Projects operation & Maintenance Commercial Air Conditioning.)1998 to 2000.
* **Education:**

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| --- | --- | --- | --- |
| **Certification/ Degree** | **Institution and location** | **Year** | **Grade/ GPA** |
| **Diploma Level-7 Business Management** | AABPS London United Kingdom | **2011 To 2012** | **Pass** |
| **ESOL International English Spoken Communication Level–B2** | City & Guilds London United Kingdom | **2012** | **First Class Pass** |
| **Security Supervisor Award Level-2** | Edexcel BTEC London United Kingdom | **2011** | **Pass** |
| **Bachelor of Technology Mechanical** | Mehran University (M.U.E.T Jamshoro) Pakistan | **2007 To 2009** | **GPA 2.50** |
| **HVAC (Heating Ventilation & Air Conditioning) Designing Training** | National Institute of Designing Karachi Pakistan | **2009** | **First** |
| **3 Years Diploma Associate Engineer Refrigeration & Air Conditioning** | Y.M.C.AInstitute of Technology Karachi Pakistan | **1997 To 2000** | **1ST Division** |
| **6 Month short course Basic Electronic** | Y.M.C.AInstitute of Technology Karachi Pakistan | **1995** | **Pass** |
| **SSC Metric (Science)** | Sahabe Academe High School | **1994** | **D Grade** |

dabbi**Computer Skills:**

* Good Knowledge of AUTO CAD
* Good knowledge of MS Office Suite

dabbi**Technical Trainings:**

* Fire Equipment’s & Alarm Testing Training.
* Health & Safety Inspections Management Training.
* ISO Introduction & Documentation Training.
* Standard Operating Procedure Permit to Work System.
* Standard Work Safety Procedure Lockout Tag Out.
* Facilities Management Training. (RERA)
* Owners Association Management Training.(RERA)
* Projects Budgeting Preparation Training PMI
* Project Cost Management Training PMI
* Quality Management Training PMI
* Technical Projects Auditing Short Training PMI
* Project Planning and System Operations.
* PMI Management Professionals Training.

dabbi**Personal Membership:**

* Member of HVAC Society ASHRAE

dabbi**Personal Information:**

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| **Name** | **Farooq** |
| **Age** | **38 year old** |
| **Religion** | **Islam** |
| **Nationality** | **Pakistan** |
| **Driving License** | **Dubai UAE Driving License (Automatic)** |
| **Language Competency** | **English, Urdu, Punjabi, Arabic basic,** |