

Contact HR Consultant for CV No: 337396

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**CAREER OBJECTIVE:**

I would like to use my skills, knowledge and experience as a Facility Management Administrator, Office Administrator, Sr. Administrator or Facilities Coordinator where I am constantly challenged. My greatest strength is my ability to walk into a new environment and be functional immediately. I can learn and adapt new configurations and technologies situations in very quick.

**STRENGTHS**

Having more than 3.5 years’ experience in Facility Management Field, Having well knowledge about the Facility Management Activities, Well idea about the MEP job categories (hard & soft services) & great contact with the major clients like Meraas Holding, AW Rostamani, Place Strata Management , Apple Europe Ltd, Shell International, Engineering Office etc.

**LANGUAGES KNOWN**

English, Hindi, Malayalam

PROFESSIONAL EXPERIENCES

1. **FROM Jan 2015 TO TILL DATE**

**EMRILL SERVICES LLC (MEMBER OF ALFUTTAIM -CARRILION GROUP & EMMAR PROPERTIES)**

**Dubai-United Arab Emirates**

**Position: Administrator**

**(Meraas Holding, Engineering Office, AW Rostamani, Al Futtaim Carillion, DC Aviation, Place Strata Management, Shell International, Apple Europe Ltd)**

* Operations Administration / General administration of Facility management (Housekeeping/Technical/security) various contracts across one of the major clusters having monthly revenue approximately 3 million.
* Handling more than 25 contracts including Meraas Holding, Engineering Office, Muhammed Bin Rashid Space Centre, Shell Ep International, Apple Europe Limited, Deira International School, Al Futtaim Toyota Showroom, Hewlett Packard, Al Futtaim Carillion, AW Rostamani, Place Strata Management, DC Aviation, The Rolex Tower, Regal Tower, Liberty House, Dubai English Speaking School & College, Al Noor Special School, Season Summer, Splendour Villas etc…
* Prepare Monthly Salary Timesheets for the staffs ( around 600 staffs)
* Custodian for FM documentation and reporting systems
* Makes the necessary arrangements for the PPM work
* Prepare the PPM task sheet along with summary sheet (Monthly) from FSI System
* Manages petty cash process, material request, phone cards and staff uniforms
* Maintain probationary review forms of HK staff for all new joiners & Updating to COE
* Manpower allocations as per requirements
* Investigates with site's supervisors regarding site issues, Equipment and reports forwarded to managers
* Maintaining uniform & Personal hygiene standards as per the company policy.
* Coordinating day to day works for sites supervisors.
* Manpower allocation
* Arranging Additional manpower for Additional requirement as per special requests from clients (Events & Festivals over the year)
* Preparing quotes for additional services-variable work as per suppliers quote
* Monthly variable values calculating as per SPV and through local purchase orders –All paper works preparation for client approval as per client requirements
* Preparing Purchase requests for variable works and AMC sub-contractors & Local purchase orders follow up
* Cost update confirmation as per salaries of staff
* Preparing Monthly cost accrual lists of AMC & Variable works for accounts department
* Maintain the P&L for the contracts as per the GP without fluctuations
* Monthly Contract Review Meeting inputs (Finance and Commercial Review/Risk & opportunities/ People changes/HR IMS report)
* Preparing Forecast annual budget sheets for the contracts & revised forecasts n quarter basis based on the changes in the revenue as well as in the cost
* Providing details & inputs for contract renewal or new contracts
* Preparing Monthly Invoices to clients with all the support documents –Approx.: 70 to 80 Invoices-Monthly value 3 Million (Main, Additional services & Small contracts)
* Follow up/chasing and updated back outstanding payments with different clients
* Schedule and Arrange the meeting rooms for variable kinds of meeting (Internal Operation Meeting, Client Meeting, Supervisor Meeting & Health Safety Meeting)
* Maintain and keeps the Minutes of meeting records (Internal Operation Meeting and Client Meeting)
* Follow and maintain company IMS& Health and safety policy(Don walk, Near Miss & Tool Box Talk, Etc)
* Support and assist site managers and supervisors for the success of operation
* Creating Official Purchase requests through Focus Software
* Maintain annual Leave Plan for the staffs
* Positive Interaction & communication with the staffs
* planning for, and managing, all interactions with third party organizations that supply goods and/or services

1. **FROM JUNE 2014 TO DEC 2014**

**EMRILL SERVICES LLC (MEMBER OF ALFUTTAIM -CARRILION GROUP & EMMAR PROPERTIES)**

**Dubai-United Arab Emirates**

**Position: Administrator**

**(Mediclinic Middle East)**

* Handling Various kinds of MEP Activities(Reactive Job Follow up, PPM follow up, Quotation Jobs & Material Arrangements)
* Dispatching and updating the reactive jobs in FSI system
* Custodian for FM documentation and reporting systems
* Makes and arrange the work schedule for reactive jobs
* Prepare the FM related jobs Reports (Daily, Weekly & Monthly) from FSI System
* Schedule and Arrange the meeting rooms for variable kinds of meeting (Internal Operation Meeting, Client Meeting, Supervisor Meeting & Health Safety Meeting)
* Maintain and keeps the Minutes of meeting records (Internal Operation Meeting and Client Meeting)
* Follow and maintain company IMS& Health and safety policy(Don walk, Near Miss & Tool Box Talk, Etc)
* Support and assist site managers and supervisors for the success of operation

1. **FROM SEP 2013 TO MAY 2014**

**EMRILL SERVICES LLC (MEMBER OF ALFUTTAIM -CARRILION GROUP & EMMAR PROPERTIES)**

**Dubai-United Arab Emirates**

**Position: Administrator**

**(AW Rostamani Group)**

* Assist and monitoring various kinds of work in the Site(Housekeeping)
* Coordinating with Client ,Subcontractor and internal operation team for the successful operation
* Prepare and maintain the staff attendance sheet and staff time sheet for the salary purpose
* Monitor the material stock list and arrange and procure the material as per the priority basis
* Prepare weekly and Monthly jobs report for client
* Keeping all records of staffs (Vacation, transfer, resignations and day by day Manpower details
* Assists with general administrative tasks as assigned including filing, answering, Phones, distribution of mail, written correspondence / To carry out the day to day administrator works & Answering telephones, emails and maintain the record

1. **From April 2012 to June 2013 Worked as an Assistant Administrator Panamkuttichira Co-Operative Bank. Kerala, India**

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| **EDUCATIONAL QUALIFICATION:**   * Master of Arts in English language and Literature   Passed from St. Joseph’s College, Irinjalakuda, Affiliated to  Calicut University, Kerala State, India.  Period of Study July 2010 to July 2012.   * Bachelor of Arts in English language and Literature   Passed from Prajyoti Nikethan College, Pudukad, Affiliated to  Calicut University, Kerala State, India.  Period of Study July 2007 to June 2010**TECHNICAL QUALIFICATION:**  **IT EXPOSURE**   * **Applications: MS office 2003/2007/2010/2013** * **Software: FSI, Focus**   ***DECLARATION:***  I hereby declare that the above furnished details are correct and true to the best of my knowledge and belief. |  |
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