# **Ayman**

# **Ayman.339603@2freemail.com**

Scope of work:

Property & Facilities management including all Operation and Maintenance of soft & hard FM on both of residential and corporate building.
Project management, budget planning and real estate activities.
Includes office buildings, retail shops, technical buildings, manufacturing plants and distribution centers.
Specialties: Property & Facilities management, Strategic property management, Operation & Maintenance, Construction management, Project management & Planning, Space planning, Budgeting of Office, Hi Tech (Data Centers) premises, moves , landscape , pest control ,cleaning, waste disposal, catering and parking managing, general upkeep and keeping expenditure records as well as managing a large group of People and Soft Skills training.

EDUCATION:

B.Sc. in electronic engineering May (1997).

Communication Department.

Menoufia University faculty of Electronic Engineering

Project of Graduation

Optical Fiber Communication System.

*******Degree* Excellent.

* ***EXPERIENCE:***
	+ **From 7/2012 till now Foresight**

 **(Property and Facilities Operations Director)**

Full Facilities Management including but not limited to soft service,

 Hard services, procurements, HR and subcontractors.

**Projects:**

* **Afrexim Bank :**
* Responds promptly and courteously to all tenant requests and inquiries.
* Maintains the Welcome Binder and presents to tenant when necessary.
* Coordinates outstanding tenant improvements, maintenance issues and general tenant concerns with

 The new manager and the tenant during Property Manager Transitions.

* Informs the tenant of changes in the operating expense that the tenant will be expected to pay during

 The course of the following year; verifies that rent is paid timely.

* Ensures property is operated profitably and efficiently and oversees the smooth transition of the

 Move-in/move-out processes.

* Attends due diligence day where he/she is introduced to the tenant, reviews all due diligence items

 With the Investment team, and receives all existing property information.

* Controls costs and adheres to budget; accounts for and implements corrective measures towards

 Significant variances.

* Develops and presents property and departmental budgets.
* Ensures the security is adequately at assigned properties.
* Maintains 5 year capital improvement plan.
* Oversees the work order process, including coordinating tenant requests with maintenance engineer.
* Determines maintenance schedules including staff assignments and timetables.
* Acts in accordance with the values of the company.
* Complies with all company processes and procedures.
* Completes other duties as assigned.



* **PepsiCo HQ**:

Directed and coordinated the administration of facility operations including mechanical, electrical, data and fire protection systems. Developed preventative maintenance schedules and track and report key operations metrics. Enforced safe working practices with operations team and ensure all operations are conducted to highest standards. Developed a process to prioritize and manage all improvements/repairs requested to the facilities group
Full FM approach to PepsiCo Egypt processes, systems compliant with legal and H&S responsibilities, to meet the needs of now and in the future.
Manage workplace strategies, implementation of office changes, moves, adds, etc., managing the activities of contract to perform the required work..
Accountable for establishing facilities services delivery at headquarter offices in Cairo, 4 PepsiCo plants all over Egypt.
Management and development of FM staff. Of an existing facilities team of exempt service leads and non-exempt technicians in support of 1500 associates in the HQ.
Maintained operational budgets.
Manage and lead PepsiCo Egypt facilities helpdesk.

* **Beyti, El Marai HQ**: including but not limited to O&M service, Security, Landscape service, pest control service and cleaning service.
* **BUPA HQ**: including but not limited to O&M service, Landscape service, and pest control service and cleaning service.
	+ **From 5/2008 till 7/2012 KEY ( Operations Manager )**

Key is a multinational company working in the facilities management field as a view of owner representative.

* + **Projects:**
* **Merck HQ Egypt**: Finishing project management to the new office on 5th gathering.
* **Price water house coopers HQ**: O&M for the building (Preventative Maintenance & Corrective Maintenance).
* **British Council Building**: Project management for Refurbishment the building and creation of 5 class rooms as space planning for the existing building.

* **Mountain view compound** :Preparation for steady stat stage and fit out stage including of all services required on the compound (security, electromechanical, landscape, cleaning, all contractors’ control)

Including but not limited to Operation and maintenance plans, Owners Handover..

* **EFG Hermes Head quarter on smart village**: Follow up the building from construction phase through finishing phase and furniture phase.
* **DMG HQ** Follow up the project plan, construction, administrations, cash flow and designs.



* + **From 09/2000 till 5/2008 ALKAN NETWORKS**

A subsidiary of Alkan CIT Group dedicated since 1998 to acquisition, installation, facility management and maintenance of GSM & CDMA base stations for Vodafone Egypt, Mobitel Sudan, CDMA hawaui Sudan & Mobily KSA.

**Quality assurance & cost controller (plus maintenance process)**

* Review on PM, CM & Enhancement on all regions process quality.
* Review on the cost of all process & reduce it.
* Revision on All safety tools for regions.
* Review on required training courses for Engineers & technicians for all regions to upgrade quality.
* Revision on the submitted voucher on its times.
	+ **Projects:**
* Zahraa El Maadi Vodafone site ( EGYPT)
* Management all facilities teams , perform plan to maintenance (Electric components , UPS, Air conditions , Fiber optic systems, Fire alarms , fire fitting , water , fresh air , lighting , security , backup generators & controllers ….)
* Find out the solution for any problem which meet the client with subcontractor ( if required ) & give the best solution to the client to be approved & perform time schedule to it , then follow up the operation process
* Follow up time schedule & dead line of processing plane
* Etisalat Project ( EGYPT)
* Management construction teams on civil work , telecommunication & perform time schedule
* Mobily project ( Saudi Arabia )
* Installation GSM sites to mobily network as a contractor for Motorola KSA, start up the project with all required accommodation, materials, tools, plans & rules to meet the client required.
* Mobitel project ( Sudan )
* Installation GSM sites to Mobitel network ( Senior installation Engineer )
* Installation CDMA sites for hawaui project on Sudan including rectifier, Batteries, RBS Cabinet ……
	+ **06/2000 till 09/2000 SHAMS Company. Air conditioners**

Supply & install Air condition split units on tourism villages

* + **1/1998 till 6/2000 Military Experience**

Responsible for tower communication systems in Egypt air

* + **7/1997 till 1/1998 Construction co.**

 Making Electric connection network for E.C & T.E telephone Network for two projects with deal with subcontractors, time schedule, reports & data to client with his needs

* ***Training Courses***
* **Huawei Technologies: June 2006**

 **WCDMA NodeB product training**

* **Egypt AIR: Sep. 1994**
	+ 1. Telephone networks
		2. Wireless system
* ***Computer Skills:***
	+ 1. Microsoft Windows (8/7/Vista/XP) Excellent.
		2. Office applications (2010/2013) Excellent.
		3. Internet applications Excellent.
* ***Language Skills:***
	+ Fluent English certified from Berlitz
	+ Arabic mother tongue
	+ Fair on French
* ***PERSONAL DATA:***

**Date of Birth :** 26/11/1974

**Nationality :** Egyptian

**Gender :** Male

**Marital Status :** Married

**Military Service:** Completed as Officer

**Car license :** Private

* ***Behavioral Skills***
1. Sharp notes that can find any differences from the specks.
2. Flexible mind can negotiate any work procedure to find out the best way to do it
3. Can handle more than one team at the same time.
4. Ability to do heavy work.