350709@gulfjobseekers.com

**Professional Education**

* 2006 **Master’s in Business Administration**

 University of Punjab, Lahore Pakistan

* 2003 **Diploma in Information Technology**

 Punjab Board of Technology Education, Lahore Pakistan

**Academic Education**

* 2011 **Master’s in Urdu Literature**

 Islamia University, Bahawalpur Pakistan

**Certificates & Trainings**

* 2017  **Foundation Trading & Investment Program**

Academy of Financial Trading England

* 2015 **NEBOSH-IGC Occupational Safety & Health**

 The National Examination Board of Safety and Health England

* 2015 **Building Traffic Rescue Operation Response**

 KONE Corporation Finland, Dubai UAE

* 2015  **Hazard Identification and Risk Assessment**

 Safety First Training & Consultancy Dubai, UAE

* 2015 [**Fire Safety and Fire Prevention**](https://www.linkedin.com/redir/redirect?url=http%3A%2F%2Fwww%2Eeurolinksafety%2Ecom&urlhash=28j9&trk=profile_certification_company_title)

 Eurolink Safety Dubai, UAE

**Professional**

**Profile Summary**

A degree educated smart candidate with lots of commonsense and positive hard working confident attitude, ready to start immediately and familiar with all aspects of the facilities management and administration.

* Total more than 8 years’ experience in various fields with multinational organizations.
* 3 years’ experience in facilities management, started as Building Management System Controller and now working at Facilities Supervisor.
* 1 years and 6 months administrator experience with FMCG industry as Assistant Administrator.
* 3 years’ and 3 months logistics management experience with FMCG Company, distribution and P&G partners as Customers Sales & Logistics Officer.

**Professional**

**Brief History**

* 2013 to Present

 **Emrill Services LLC Dubai, UAE**

**Site:** EMAAR Properties Downtown

**Position:** Facilities Supervisor

 ***Key Responsibilities & Leanings:***

* Coordinating & assisting Tradesman/workers for carrying out periodic site/maintenance work progress in all day to day activities, ensuring all technical works in accordance with specification and project management manual.
* Direct liaison with the Client or Clients Representatives and Client Contractors with AMC wherever necessary and follow up there reports with history references.
* Reporting and processing any identified deficiencies or concerns during any phase of the project, in accordance with company quality assurance procedures.
* Monitoring the costs and timescales, liaising with the clients and gaining approvals where necessary to re-allocate or provide additional resource.
* Avoid and close contract compliance, monitoring environmental factors and action planning, handling queries and client SR closing before time line.
* Keep close monitoring and take effective steps for KPI and SLA’s monthly target achievements.
* ETS, JR, PPM & PPM abnormality, WMS, RA, WPT & TBT carryout and update.
* Look after of Duty Roster, Time Sheet and keep control site staff over time.
* Make sure implementation of client with company policy and OS&H Policy.
* Mystery Shopper Reports, Inspection Reports & CAP closing before time lime.
* Preparation of soft & technical internal audits, external audits and audit reports.
* Escalations with quick response at emergency procedures and IMS procedure implementation according to OSHA, ISO 9001, 14001, 50001 & 18001.
* Ensuring H&S hazards and Environmental aspects are identified and managed; authorization and provision of necessary resources for IMS/HSE.
* CoE online audit; visit with team in soft and hard internal audits as an Internal Auditor Coordinator.
* Site budgeting and manpower calculation and allocation according to framework.
* Preparation of MMR, utility reports, site walkthrough around, CRM & Kaizen.
* DLP procedures and documentations (QCR, Submittal Note, Comments, SRs, System & Area D’ Snags, Drawings, O&M Manuals, System Handing Taking)
* 2012-13

 **Hyper Star Pakistan, a Project of MAF Group**

**Position:** Building Management System Controller

***Key Responsibilities & Leanings:***

* Operation Monitoring
* Alarming
* Documentation & Reporting
* Paging
* 2011-12

 **Rohee Ghee Industry (PVT) Limited Pakistan**

**Position:** Assistant Administrator

***Key Responsibilities & Leanings:***

* Office and Staff related issues handling
* Look after departments’ documentation.
* Keep updated organized and motivated staff
* Efficient utilization of the company resources
* Expense control and computerized processes
* Follow through on timely & accurate month-end closings reporting
* 2008-11

**Abudawood Trading Company (ATCO-KSA) Pakistan**

**Position:** Customers Sales & Logistic Officer

***Key Responsibilities & Leanings:***

* Budgeting for distribution.
* Communication with clients and report writing.
* Office Management and look after sales targets.
* Inventory related issues and objection handling.
* Record maintenance and updating online database.
* Inventory control in systematic way and distribution.
* Business operations are effective & efficient utilization.
* Maintaining clients’ portfolio including claims & enquiries.
* Handling queries from both external customers & internal calls.

# ERP Packages

* CYTRIX
* ERPNext
* ERP5

### Trainings

* ICMS (Integrated Community Management System)
* Concept Evolution (FSI)
* Metasys (Building Management System)
* E-Link5 (Community-inside Travelling Control and Monitor System)
* Winmag (Emergency Response and Public Address System)
* DX Series (Secure Vision System)
* Continum (Secure Access Control System)
* PCS/XIP (Communication System)

### Team Sports

Enjoy team sports and playing Badminton with Pakistan Club Sharja and helping in organize venues, fixtures, and social events for team.