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Shaik

Shaik.372883@2freemail.com

Profile : Experienced Professional Agri. (Botanist) / Landscape Engineer

Objective : To seek a suitable Opening in Managerial Level - LANDSCAPING

I am a young dedicated professional having a good record with the ability to develop & maintain inter personnel communications skills. I would like to share & expand my knowledge by coming across new challenging ventures. I am looking forward to explore the possibility of developing my career in a most challenging environment and develop new way of working.

Strengths : I can administer jobs, Team player, interpersonal skills, credulity in work ethics, present seminars, conduct survey etc.

EDUCATIONAL QUALIFICATIONS :

Degree INSTITUTION / COLLEGE UNIVERSITY YEAR CLASS

B.Sc Vijayanagar College, Hospet Gulbarga University 95 FIRST

Additional : M.Sc First Class from Karnataka University, Dharwar

Computer Profile : One year diploma course from Belhos Infotech Pvt. Ltd.

 Can manage Arabic typing

Operating system : Windows 98, 2003, 2007, 2008, 2010, 2013+

Office Application : MS Office, Internet browsing etc.

Other Application : Oracle, Maximo.

Work experience :

 Designation Organization Period

Unit Head - FM Landscape AWPR(ZAPIA), Al Ain, UAE MAR 2013 - to till date

Job Responsibilities :

1. Execution and operation of horticulture (Landscape & irrigation), Softscapes, procuring plants, long medium and short term planning, budgeting, plan and execution of designed landscapes, purchasing, coordinating, instructing allocated staff and related tasks to achieve the goals of AWPR (ZAPIA).

2. Manage all aspects of landscape and horticultural development on the project

3. Plan and Prepare Annual Budgets for FM Landscape & Irrigation Section for approval from Finance Ministry

4. Coordinate, monitor and instruct contractors and suppliers

5. Procure appropriate plant material, tools, machines, fertilizers, Irrigation materials, decorative items etc…on behalf of AWPR (ZAPIA) as per policy & procedure

6. Plan and Prepare Cost Estimates for Projects of AWPR (ZAPIA) Landscape & Irrigation Section Ensure safe working conditions for employees and contractors on site

7. Hold meetings and training sessions for staff and contractors

8. Attend and represent AWPR (ZAPIA) and the Property Development / Project Management Department at internal & external forums

9. Manage, monitor and control the budget ensuring efficient expenditure. Respond to Horticulture/landscape/irrigation requests and issues reported to the Department

10. Routinely review and ensure compliance of all risk assessments, method statements and related documentation to carry out all operation, maintenance and construction activities across all AWPR (ZAPIA) sites.

11. Plan, Prepare, Upload Monthly / Quarterly Half yearly / Annual Maintenance Schedule / Programmes of Landscape &Irrigation in Computer Aided Facilities Management (CAFM) services of AWPR (ZAPIA)

12. Manage and report routinely, the performance assessment of all service providers and make recommendations for service improvement.

13. Routinely review all service and supplier agreements/contracts with Senior Managers / Director: Project Management to meet the needs of AWPR (ZAPIA).

14. Manage the application and use of all control systems including but not limited to Irrigation controllers, leak detection systems and general maintenance management systems for the day to day operation and delivery of work with the team.

15. Develop and manage contingency plans for the Property Development / Horticulture Team response to meet core business needs. This includes but not limited to ensuring emergency response, 24 hour availability of maintenance teams and coordination with other AWPR (ZAPIA) teams to respond to emergency and disasters to resume normal operations as quickly possible.

16. Routinely review section staff complements, carry out on the job assessments and maintain all related HR documentation for Performance assessments of staff to ensure the department and business requirements are met.

17. Prepare a variety of reports for Department and Divisional Management.

18. Provide and implement a short to long term strategy plan for the department

19. Read and interpret layout and landscape plans and quantities.

20. Solve workforce, on-site and design issues.

21. Conduct Vocational training to UAE School & University students related to Landscape and Irrigation, Conduct awareness programs of Environment, Recycling, sustainability & native plants introduction.

22. Knowledge of applicable UAE regulations and procedures in addition to EHS requirements

23. Projects take over after completion of DLP periods & Maintain as per Horticultural standard Practices from outsource service providers / contractors.

24. Prepare a Plan & implement in exhibit improvement of the AWPR (ZAPIA) Core Zoo & Al Ain Zoo Safari, UAE Wild desert, SZDLC Project areas, MET Project areas etc….

 Designation Organization Period

Landscape Engineer IDAMA, Dubai, UAE Feb 2007 - to Feb 2013 (Executive Soft services Dubai Properties Group (A member of Dubai Holding) & Landscaping)

Job Responsibilities :

1. Prepare Landscape Tenders requirements like Scope of work, Service Level Agreement (SLA). Health and Safety Environment checklist. Calendar program for Landscape Maintenance, Schedules, Recruitment, Mobilization and training of Landscape & Irrigation Manpower.

2. Coordinating with the Commercials and Contracts Department by Assessing, Analyzing and Estimate the Tenders received.

3. Evaluation of the Sub Contractors Quarterly, half yearly and annually.

4. Preparing the Reports related to Landscape and Irrigation daily / Weekly/ Monthly annual schedule requirements

5. Oversee daily inspections to the sites and update maintenance services with the service providers.

6. Input and implement a resource management plan for all plant and equipment

7. Regular inspections of stores, materials, manpower, hygiene, equipments, PPM.

8. Assist management in the development & implement of staff and contractor training plans and programs.

9. Maintain the Quality audit reports and checks by QMS team

10. Liaise with multiple outsourced service providers Operation and maintenance activities.

11. Preparing office administration schedules, reports, meetings

12. H.S.E: Training the service provider w.r.t. H.S.E, its procedures and policies and updating timely

13. Invoicing: Receive all the invoices, cross check and forward after approval to the accounts for payments.

14. Contract renewal and renegotiation

15. Familiar with Maximo and update the records as required

 Designation Organization Period

Agriculture Engineer Al- Jezirah enterprises for trading and Industry, June 2000 - Dec 2005 Riyadh, K.S. A.

Job Responsibilities :

1. Duties include Plant propagation by root, stem cuttings, rooting hormone technique, grafting of plants, vegetation propagation, planting seasonal (herbs & shrubs), Propagation of indoor & outdoor plants, daily maintenance, pruning of trees, hedging and topiary of plants.

2. Site construction, designing and execution. Also looking after irrigation.

 a) Site construction:- Surveying the proposed landscape site considering clients request,

 climatic, topographic & water resource factors.

 b) Designing: - Most excellent surveyed landscape design from AutoCAD draughtsman –

 considering the above factors.

 c) Execution: - Execution of the approved landscape design satisfying the client.

d) Irrigation: - Manual / Automatic irrigation installation as per requirement of the client.

Designation Organisation Period

Agriculture Engineer Tungabhadra Fertilizer & Chemicals Co. May 1995 to April 2000 (Horticulture Officer) Munirabad. INDIA

Job Responsibilities :

1. Duties include maintenance of gardens, lawns, plant propagation of commercial trees like Teak, Neem Plantation & conservation of plants systematically.

Personnel details :

Date of Birth : 23-07-1973 Religion : ISLAM

Nationality : INDIAN Marital Status : Married

Languages Known : English, Arabic, Hindi, Urdu, Telugu and Kannada

Other details : Number Place of Issue Issued date Expiry date