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|  | | | **Venkata**  [**Venkata.373334@2freemail.com**](mailto:Venkata.373334@2freemail.com) | | | | | | | | |
| **Facilities manager** | | | | | | | | | | | |
| Dedicated, Multi-faceted MEP & Maintenance Engineer with 20 years experience in successfully planning, directing, tracking, and managing complex projects. Successfully led development and evolution of several projects. Proven ability to manage in dynamic, fast-changing environments. Experienced in creating and leading teams from multiple disciplines and creating vision, strategies and plans in a midst of rapid growth and change. Strong communication and team management skills. | | | | | | | | | | | |
|  | | | | | | **Areas Of Expertise** | | |  | | |
| * ***Facilities Management skills / Excellent client relationship skills*** | | | | | | | * ***Ability in Preparation of engineering estimates / quotations for new building /Refurbishment works / Renovation works*** | | | * ***Maintenance & contracts management/ Building Management system*** | |
| * ***Annual preventive maintenance& corrective maintenance, scheduling and execution of MEP & HVAC maintenance*** | | | | | | | * ***Decision Management skills / people management and Leadership skills & strong communication skills*** | | | * ***Chilled water Management /MEP & HVAC management & trouble shooting*** | |
| * ***Inter-personal Skills/5 star facilities hotel facilities /Guest complaints management*** | | | | | | | * ***HVAC & Mechanical, Electrical & plumbing maintenance & commissioning*** | | | * ***Facilities maintenance in High rise buildings, Residential cum commercial buildings, shopping complex, Hotel apartments, Hospital ,Industrial maintenance and villas*** | |
|  | | | | | | **Core Competencies** | | |  | | |
| * Efficient at Preventive Maintenance planning, managing routine maintenance,and troubleshooting ofutilities equipment and machinery. * Manage and work on-site or remotely diagnosing faults and overseeing time-critical repairs. * To schedule the work, oversee the work of teams of maintenance personnel, such as supervisors,and technicians. * Experienced in managing aspects of maintenance, planning materials and be involved in the installation process.   **Erection Field**   * Experience in erection filed as In Charge and have good exposure in installing utility equipments (pumps, compressors, boilers etc.) * Fabrication: (Oil lines, chilled water lines, potable water pipe lines, high pressure and low Pressure, Cooling towers, Steam lines and structures) erecting the machines,pumps and alignments, etc. * Practical Knowledge &good skills in fabrication, Gas cutting, Arc welding, Lathe machine, shaping, drilling operations, Etc.   **Drawing Field**   * Experienced as Drawing Instructor at I.T.I and part-time lecturer in AMIE Institutions, Visakhapatnam-INDIA. * I worked as a Drawing In charge in UNION CARBIDE INDUSTRIES INDIA LTD., in Moulali, Hyderabad. * Excellent skills on Engineering Drawings of Machine Components and can read any type of engineering drawings.   **Maintenance Field – India (11 years)**   * Good Exposureto:A/C Compressor –Reciprocating-Chillers (Vapor compression-800 Ton ), Vapor Absorption Machines, F.C.U, D.G. Set(1450 KVA), Condenser Water Pumps, Cooling Towers, Hot water Pumps, Vacuum pumps, Blowers and Conveyors (pneumatic, elevators and Chain types, etc.). Air Compressors, Plant Sifters, Drum sieves, silos Vibrators, Lobe Compressors, Die Extruders, Drying system and knowledge and operation in of Pasta Packing Machines.   **HVAC /MEP high rise building Maintenance: U.A.E (around 10 years)**   * Maintenance, Troubleshooting Experience in Chillers(Screw, Reciprocating and Centrifugal),Air Handling Units, F.A.H.U's, Fan Coil Units Chilled water Pumps, V.A.V's, Ventilation fans, Variable frequency drives, Chiller Management System, Building Management Systems, Access cards, Domestic water system, Filtration Systems Fountains,Drainage Systems(Sump pumps, sewage pumps)Garbage Disposable System, Security Systems(sliding doors, Gate barriers, Rolling shutters -Parking)Plumbing systems, Fire fighting Systems, Fire Alarm System, Lite Com System, Diesel Generation System, Maid Call System and Knowledge on Maintenance of Bus Bars (2500A). | | | | | | | | | | | |
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|  | | | | | | **Career Snap Shot** | | |  | | |
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| April 2016 to Till date | | | | **Facilities Manager ,**NAF Facilities Management(Al Najma Al Fareeda Group), Dubai | | | | | | | |
| Dec 2013 to March 2016 | | | | **Maintenance Manager,** Grosvenor House/Le Royal Meredian Beach resort & spa, Dubai | | | | | | | |
| Nov 2011 to Dec 2013 | | | | **Sr Service Engineer,** Universal Voltas LLC, Abu Dhabi | | | | | | | |
| Sept 2007to Nov 2011 | | | | **Maintenance Engineer** (Emirates Technical Associates), Abu Dhabi | | | | | | | |
| **INDIA** | | | |  | | | | | | | |
| Oct 1999to Sep 2007 | | | | **Works Manager**, Bambino Agro Industries Ltd, Bibinagar, A.P., India. | | | | | | | |
| Aug 1995to Oct 1999 | | | | **Maintenance Engineer**, Novopan Industries Ltd, Hyderabad, A.P., India. | | | | | | | |
| Oct 1994to Aug 1995 | | | | **Graduate Apprentice**, Union Carbide Industries Ltd., Hyderabad, A.P., India. | | | | | | | |
|  | | | | | | **Professional Experiences** | | |  | | |
| **Facilities Manager (NAF Facilities Management)Al Najma Al Fareeda Group of companies.**  April 2016 to Till date   * Responsible for total facility management services including but not limited to  MEP, building services, housekeeping,   + Security and administration. * Facilities Management administration, operations, marketing, inspections, tendering, estimations etc. * Managing day to day processing & follow-ups of accounts receivable and payable, producing reports as requested. * Managing all technical and non-technical outsourced service contracts and Company personnel, including inspections * Routinely inspect all contracted services to ensure performance measures are being maintained * Ensures all facilities are operated and maintained as per KPI compliance with established policies and procedures. Plans, develops, and prioritizes projects and weekly work plans.. * Works closely with the Property Manager to achieve strategic business goals; and with Facilities team (internal and external) to provide creative facility solution/programs. * Ensuring an adequate supply of materials and service for the proper operation of the buildings and enter into supplyand service contracts * Routinely inspect all contracted services to ensure performance measures are being maintained. * Train subordinates in all aspects of the technical and non- technical services. * Preparation of CAPEX and Manages annual budget development, financial variance reports and operations analysis. * Conducts regular, formal site condition inspections and rectifies any deficiencies identified. * Point of contact for onsite repairs, exterior and interior upkeep and equipment deployment. Inventory, order, and distribute supplies, other materials and required equipments. * Monitors orders for all supplies, equipment and materials and authorizes contract labor; and materials insuring qualityand controlling costs within budgeted guidelines for the entire sites.. * Ensure strict compliance with HSE management systems, cost analysis and Managing preventative maintenance. * Manages vendor quality assurance program. Negotiate, secure and monitor vendor contracts. * Ensures that all premises operate in line with the appropriate security standards; * Risk Assessments; Implements safety programs; ensures the properties meet health and safety requirements. * Responding appropriately to emergencies or urgent issues as they arise. * Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies; * Leading and assign teams to cover various areas of responsibility and acting as a team leader. * Support the overall process of management and corporate decision-making to ensure the organization maximizes itsshort, medium and long-term profitability. * Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. * Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. * Provide clear and timely operation and management reports to General Manager. * To recruit in accordance with contract requirements and lead the development and retention of staff; alwayschallenging levels of resource to improve efficiency and improve profitability. * Takes responsibility & work hard beyond the regular duty hours & off days as per the work load. * To set objectives for direct reports and renew monthly.  Ensure same approach and mechanisms for all staff * **Support the development of business wide FM initiatives including contract renewals and cost reduction strategies**   **Maintenance Manager –** Grosvenor House & Le Royal Meridien Beach Resort & Spa **(Star wood Hotel Group)**  **Dubai, U.A.E**  (Dec 2013 to March 2016)  As a Maintenance Manager in a **5 STAR HOTEL**, I am responsible to maintain the entire hotel facility, including the physical building structure, all mechanical, electrical, HVAC systems and other related equipment in accordance with energy conservation and preventative maintenance programs  Maintains and repairs facilities operation and equipment by conducting inspections on a regular basis to determine need and extent of service.  Schedule, Organize and maintain preventive maintenance programs for all electrical and mechanical equipment including general building  Responds to guest complaints and department service requests.  Develops and implements strategies to achieve goals for “Guest complaints ”  Communicates with department heads regarding engineering programme as they pertain to the physical plant works.  Keeps all mechanical, electrical, and structural blueprints and diagrams up to date; maintains library of part lists, maintenance manuals, reference books, catalogues, etc. Takes prompt corrective action as necessary.  Maintains logs and journals for all utilities, reviews meter readings  Act as a internal auditor to check and maintain all reports of Legionella and ppm records as per the Starwood Hotel standards.  Oversee the general maintenance of all life safety systems throughout the hotel and report any major defects  Schedules employees in accordance with daily briefing plan.  Assigns work orders by priority, and delegates duties and supervises work.  Determines if work should be done internally or through external contractors.  Supervise maintenance employees and contract employees who are carrying out minor building work, electrical and mechanical installations  Verify completion of all routine maintenance on public spaces and verify completion of all repairs, replacement and renovation projects to offices and employee work areas .Inspect and sign for contractor works upon satisfactory completion  Maintains a supply of inventory necessary for optimal operating efficiency by initiating purchasing orders for maintenance supplies, machinery, equipment, parts and services as required.  Achieves the best price and suitability of product by appropriately selecting from available contractors and vendors  Maintain effective energy management and preventive maintenance programs and conduct special training for other operating departments on the safe and efficient use of equipment and energy in the hotel  Follow prescribed safety procedures for personnel and equipment by the company.  Conduct and promotes training to the technicians to increases problem solving skills to minimize the Guest complaints.  Attends and completes all training programs recommended by Starwood.  Assists and prepares the operating budget for engineering, recommended items to be included in the hotels Capital Budget and ensures adherence with approved monthly budget.  Develops and promotes energy conservation programs by continually monitoring utility costs and consumption on daily  /monthly basis.  Handled as a Maintenance Manager for Facilities Maintenance of all Hotel staff accommodations, director villas,staff apartments located at Al Quoz, Al Barsha, Discovery Gardens, The Gardens, Jabel Ali in Dubai  **Service EngineerUniversal Voltas L.L.C(Electro Mechanical Company-Facility Management Div)Abu Dhabi, U A E. (**Nov 2011 to Dec 2013**)**   * As a Service Engineer, I am reporting to Facilities Management Division Manager. * Highly responsible and troubleshooting maintenance in Central Air Conditioning,Refrigeration systems and M.E.P Maintenance in High-rise, Multi storey residential cum Commercial Buildings and villas * Making MEP Tenders, Doc preparation,( Using MS project, bar charts, Manpower histograms etc.), Procurement of material for off shore projects, installation and Refurbishment works for air conditioning units (chillers, AHU,Split A/c and Package Units etc… * Took as In charge of whole facilities Management Section and Maintaining of 56 Buildings of Residential and Commercial, High rise buildings and villas. * Took a responsible In charge for improving the quality standards of facilities maintenance and Implementing strictly P.P.M, HSE, PTW methods etc.. * Leading Team of 74 Technicians and 5 Supervisors   **Maintenance Engineer** | | | | | | | | | | | |
| **Emirates Technical Associates (E.T.A) (Electro Mechanical Company)**  Abu Dhabi U.A.E ( Sept 2007 to Nov 2011) | | | | | | | | |  | | |
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| * As a Maintenance Engineer, I am reporting to Facilities Management Division Manager. * Highly responsible and troubleshooting maintenance in Central Air Conditioning,Refrigeration systems and M.E.P   Maintenance in High-rise, Multi storey residential cum Commercial Buildings and villas   * Prepare periodic maintenance schedules, checklists for all equipments as per the maintenance agreement with client, * Maintaining monthly reports, work completion reports, equipment history cards, site stock records and asset registers * Monitoring and coordinating the Site activities and Preventive Maintenance activities carried out by site technicians   and subcontractor/vendors for assigned jobs   * Plan manpower for shifts, maintenances and casual jobs, planning spare parts, consumables, and tools required to carry out   day to day to day preventive and breakdown maintenance. Monitoring BMS activities and solving the issues.   * Conduct toolbox talks weekly at sites for adopting new working methods and HSE safety procedures and preparing   method of statements, Risk Assessments, Permit to Work, LOTO procedures, P.P.E implementations, etc. Adopting  safety procedures at sites as per the HSE policy procedures   * Aimed to minimize breakdown calls by strictly implementing preventive maintenance schedules. * Familiar with ISO 9001 documentation procedures and OHSEMS- HSE safety procedure Methods and implementations at Site * Train the Technicians for day-to-day Maintenance and break down complaints of the MEP equipments. * Material indents, quotations, price comparison by quality, procuring material, confirming the technical specifications   with procured items and co-ordination with procurement team to get the exact technical specification of the indent materials, arranging the payment to suppliers through L.P.O, CDC, Cash as per the terms and conditions of the supplier or sub contractor and Material inspecting as per the order.   * Site inspections, Bookings’ of new casual Jobs, preparing J.C.A's, Preparation of Method of statements for execution of   jobs, quotations from subcontractors, Making work orders for subcontractors L.P.O’s follow up,executing jobs by  planning materials, manpower, and collection of the client payments in time.   * Fulfill the requirements of client for any modifications of equipments / alternations of the lines/ repairs and aimed to   carry the smooth operations. The total responsibility entrusted was to achieve total customer satisfaction.   * Assisting the sales department for tendering new jobs by site inspection, estimation, and costing activities. * Ability in Taking over and handing over of sites, Sub contractor’s finalizations, Planning the manpower as per the scope of   work, Capable of highlighting the MEP snags and ability to maintain smooth correspondence with a client.  **PROJECTS HANDLING IN ABU DHABI-U.A.E**  Presently responsible for Facilities/MEP Maintenance for the following major sites and various multi storey buildings and  controlling Manpower of 38technicians and 2 supervisors.   * AL MUHAIRY RESIDENTIAL AND COMMERCIAL CENTRE-ShZayed the 1st Street - Kalidiya –Abu Dhabi. * NATIONAL BANK OF ABU DHABI-HQ- Khalifa Street- Abu Dhabi. * Al NEDAL TOWER -DOPA (Department Of Presidential Affairs) Building –Murror Road. * AL KHAZANA TOWER –Najda Street. * ABU DHABI ISLAMIC BANK (ADCP)-Najdastreet. * ALMANARA PLAZA-Murroor Road. * BIN SAGAR TOWER (BIN SAGAR GROUP)-Najadastreet. * AL REEM PLAZA-Electra Street. * AL OTAIBA TOWER-Electra Street. * MADINAD ZAYED SHOPPING CENTRE AND GOLD CENTRE- Muroor Road – ABU DHABI. * MEP and HVAC Maintenance in major sites-high-rise, Multi storey residential cum Commercial Buildings in Abu Dhabi. * Casual Jobs: Executed, Installed and commissioned closed control Air Conditioned units (Server Room) -2 no at   National Bank of Abu Dhabi –Head Quarters in June-2009.   * Cooling tower blowers (EVAPCO) replacements-Nbad-HQ. * Condenser coils replacement –BinSagar Project. * Different MEP Casual job's compressors, pumps, new F.C.U installations, fire fighting line replacing, HVAC duct modifications, etc., executed successfully in sites. | | | | | | | | | | | |
| **Utilities Engineer** | | | | | | | | | | | |
| **Bambino Agro Industries Ltd, Hyderabad.(Oct 1999 - Sep 2007)** | | | | | | | |  | | | |
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| * I worked as a Utilities Engineerand I was reporting to Works G.M.Responsible for overall plant utilities equipment maintenance, Trouble shooting, Manpower planning, Materials Management and was responsible for plant preventive Maintenance. * Answerable for breakdowns for Air Conditioning equipments and Machinery | | | | | | | | | | | |
| **Maintenance Engineer** | | | | | | | | | | | |
| **Novopan Industries Ltd, Hyderabad, India. (Aug 1995 - Sept 1999)** | | | | | | | |  | | | |
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| * I worked as a Maintenance Engineer, and I wasresponsible to troubleshoot of all types of equipment in the plant   including Air Conditioning, Utilities, and Mechanical equipments.Preparation of maintenance schedules work force and  material planning. | | | | | | | | | | | |
| **Graduate Apprentice** | | | | | | | | | | | |
| **Union Carbide Industries Ltd. Hyderabad, India. (Aug 1994 - July1995)** | | | | | | | |  | | | |
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| * As a Graduate Apprentice, and I was reporting to Maintenance Manager. I worked at different sections and took active part in preventive and break down maintenance. | | | | | | | | | | | |
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| **Educational Qualifications & Trainings** | | | | | | | | | | | |
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| 2010 | **Building Management System Training**, Honey Well, Abu Dhabi, U.A.E. | | | | | | | | | | |
| 2011 | **Refrigerant gas R-410a usage Training**, UTS Carrier, Abu Dhabi, U.A.E. | | | | | | | | | | |
| 1993 | **Bachelor of Engineering in Mechanical Engineering (B.E)**, S.R.K.R. Engineering College, Andhra University,  Visakhapatnam, India. | | | | | | | | | | |
| 1989 | **Diploma in Mechanical Engineering (D.M.E)**, State Board Of Technical Education & Training, A.P, Hyderabad, India. | | | | | | | | | | |
| **I.T. Skills** | | | | | | | | | | | |
| **MS Office** Word, Excel, Internet Explorer, MS Windows, C,and AutoCAD R14.0. | | | | | | | | | | | |
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| **Languages Known** | | | | | | | | | | | |
| **English** (Read, Write, & Speak) **Hindi** (Read, Write, & Speak) **Telugu** (Read, Write, & Speak). | | | | | | | | | | | |
| **Interests & Hobbies** | | | | | | | | | | | |
| Reading books. | | | | | | | | | | | |
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| \*Supporting Documents and References will be provided on request \* | | | | | | | | | | | |