**MURUGESAN **

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| *Objective:* |

I am seeking a challenging, prospective position which will transform my knowledge, experience and capabilities into a prosperous career in conjunction with the company’s goals and objectives.

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| *Experience:* |

# Organization Inaya Facilities Management LLC, Dubai

# Designation Assistant Bids Manager

# Period Feb2014 – till date

COMPANY PROFILE: Inaya Facilities Management Services, a subsidiary of the Belhasa Group was founded to provide our clients with the competitive edge, scalability and opportunity to source all the facilities management needs under one roof. We specialise in service and maintenance, technical solutions and integrated facilities management.

Within 4 years of formation Inaya grew into an organisation with 400+ employed & contracted staff with annual turnover exceeding AED 60m, serving major clients in Retail, Residential, Commercial, OA, Education & Healthcare sectors.

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| **Bid winning Experience in the following Sectors** | | | |
| **S.No** | **Project Name** | **Client Name** | **Scope of works** |
| **A** | **Retail** |  |  |
| 1 | Ibn Battuta Mall | Retail Corp Mall LLC | TFM |
| **2** | Dragon Mart 01 | Retail Corp Mall LLC | TFM |
| 3 | The Galleria Mall | Mubadala Real Estate - Infrastructure and Gulf Related | TFM |
| **S.No** | **Project Name** | **Client Name** | **Scope of works** |
| **B** | **Commercial** |  |  |
| 1 | The Galleries | Limitless LLC | TFM |
| 2 | Dubai Textile city | Texmas | TFM |
| **C** | **Residential** |  |  |
| 1 | Discovery Garden | Nakheel PJSC | TFM |
| 2 | The Gardens | Nakheel PJSC | TFM |
| 3 | The Garden Furnished Apartments | Nakheel PJSC | TFM |
| 4 | Jebel Ali Village 296 villas | Jebel Ali Village LLC | HVAC |
| 5 | Al Badrah Town Houses | Dubai Waterfront LLC | TFM |
| 6 | Sea Side Tower | Blue Lake properties | TFM |
| **D** | **Education** |  |  |
| 1 | Collegiate American School | Innoventures Education | MEP |
| 2 | Raffles World Academy | Innoventures Education | MEP |
| 3 | Raffles International School | Innoventures Education | MEP |
| 4 | Dubai International Academy | Innoventures Education | MEP |
| 5 | Ranches Primary School | International Management Ventures | MEP |
| **E** | **Healthcare** |  |  |
| 1 | Amana Healthcare Al Ain | Amana Healthtcare Hospital | MEP |
| 2 | Amana Healthcare Abu Dhabi | Amana Healthtcare Hospital | MEP |
| 3 | Iranian Hospital | Iranian Hospital | TFM |
| **F** | **Free Hold Residential** |  |  |
| 1 | International city 238 OA Blgs. | Strata Management Services LLC | TFM |
| 2 | Atlantic Tower | Premium Community Management | MEP |
| 3 | Al Badrah Residences | Strata Management Services LLC | TFM |
| 4 | Dubai Springs Oasis Tower | Novus Community Management | MEP |
| **G** | **Free Hold Commercial** |  |  |
|  | Detroit House | Premium Community Management | TFM |
| **H** | **Mixed Use Developments** |  |  |
| 1 | Ibn Battuta Gate offices and residences | Seven Tides Limited | TFM |
| 2 | Dar Wasl | Wasl Asset Management group | TFM |

JOB RESPONSIBILITIES:

* To make an arrangement to collect the Request for proposal.
* Review the Request for proposal
* Get the approval from the management to bid
* Sent a Thanknote and Expression of Interest to the client
* Prepare the compliance statement as per the RFP Requirements
* Identify the services like in house or outsource
* Prepare an RFP Requirements presentation and meeting with Head of the Business Development and Operation.
* Fix an appointment with the client for site visit
* Sent the site visit invitation and scope of work to all specialized system service providers
* Sent the site invitation to operation department
* Prepare the competitor analysis as per site survey attendance
* Sent the clarification to the client
* Get the quote for specialized system and negotiate with the help of the procurement department
* Prepare the manpower calculation as per the asset register and finalize the manpower with the head of operation.
* Prepare the costing in detail like budget comparison, leasable area per sq.ft. rate ,Existing contract value (if possible)
* Review the costing and get the approval from the head of business development and operation.
* Prepare the commercial proposal as per the client requirements
* Submit the proposal in time to the client
* Prepare the bid winning analysis report based on the tender result

# Organization:Al Shirawi Facilities Management L.LC , Dubai

# Designation: Estimation Engineer

# Period : June 2007 – Dec 2013

COMPANY PROFILE: **Oasis Investment Company's (The Holding Company of The Al Shirawi Group of Companies**)-One of the largest conglomerates in the UAE since 1971 which is locally owned and UAE focused. It is a consolidated group of over 30 successful companies and has tie-ups with more than 100 multi-nationals. Company has a turnover of AED 4 billion (US$1.1 billion). It is being audited by KPMG and financials listed on D&B and has employee strength of 5500

JOB RESPONSIBILITIES:

* Prepare complete quantity take-offs, analysis, estimate, and studies for all items incorporated in the scope, anticipating details necessary to deliver the service.
* Participate in site visits to represent FMS and gather client/owner specific information related to the opportunity.
* Analyze existing site conditions and all documents (plans, specifications, etc.) to determine any required scope that is not indicated.
* Prepare detailed estimate of entire scope including FMS staff cost, subcontractor/supplier cost, service cost, and General Conditions.
* Prepare bid packages for all services requiring subcontractor/supplier participation.
* Develop a go to market strategy for the bid packages and interface with subcontractors and suppliers.
* Act as focal point with subcontractors, suppliers, and project team related to development of service delivery budget.
* Obtain and evaluate subcontractor/supplier proposals relative to their scope of work.
* Determine if full scope is covered, any overlap with other subcontractors/suppliers and manage risk of scope gaps.
* Develop a value analysis by defining alternatives to the proposed scope of service that are more cost-efficient.
* Prepare recommendation for subcontractor/ supplier selection to FMS Management and client.
* Prepare bids and proposals for different contract types (Lump Sum, Cost Plus, etc.)
* Develop, update and maintain a historical database of operations, maintenance and repair unit cost figures to facilitate reporting and estimating future opportunities.
* Interface with clients/owners and internal team, provide timely and accurate reports; represent at internal and external meetings, etc.
* Support FMS Management in proposal presentations.
* Assist in the development of strategic plans for the markets of business services.

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| *Chart of Account Commercial Proposal Experience:* |

* BOMA Chart of Account commercial proposal prepared for Wasl Projects.
* Opex chart of Account commercial proposal prepared for Tecom Projects
* CBD MEP soft and Hard MEP Maintenance chart of Account prepared for Dubai festival City (Al Futtaim Projects)
* chart of Account commercial proposal prepared for Musanada

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| *Corporate Meetings and Events:* |

* Was an active participant at the recently held “FM EXPO 2015” at the World Trade Centre in Dubai.This internationally acclaimed facility management event is held every year and attracts a diversified following.
* Attended the “WORLD FM DAY 2015”, at the World Trade Centre, first ever in the Middle East organized by MEFMA, U.A.E

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| *Seminars:* |

* Participated in the training session organized by Al Shirawi Engineering Services Group on ***Effective Marketing Skills & Submittal Preparation***
* Attended training on ***Cultural Etiquette***
* Integrated Management System Internal Auditor Training (ISO 9001:2008, ISO 140001:2004 & OHSAS 18001:2007) successfully completed.

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| *Educational Qualifications:* |

* **3 Years Electrical & Electronics Engineering (Diploma) - 72%**

Scad Group of Technology, India

* **Higher Secondary (+2) - 54%**

State board, Tamil Nadu, India

* **S S L C - 75%**

State Board, Tamil Nadu, India

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| ***Personal Skills:*** |

* Excellent verbal and written communication
* Understanding MS - Office, Word, Excel, power point and other programs

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| *Personal Attributes:* |

* Ambitious, Quick Learner, Self confident and Motivated
* Excellent analytical skills, Creative mind and Positive attitude
* A flair for outgoing and research
* Traveling and meeting people

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| *Personal Details:* |

* E-Mail : [Murugesan.374469@2freemail.com](mailto:Murugesan.374469@2freemail.com)
* Nationality : Indian
* Marital Status : Male, Married
* Age : 36yrs
* Languages known : English, Tamil, Malayalam, Hindi
* Driving license: : Valid U.A.E Driving License
* Visa Status : Employment Visa