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| **Mr. Tameem** **Senior Facility Engineer.** **Available Immediate****Preferred Country Location To Work – Any.****Total experience in gulf – 13 Years.****Email ID:** **tameem.381873@2freemail.com** |  |

**Career Profile:**

Qualified Engineer with more than 13 years of core experience in Facility Management and Engineering services of Shopping Malls , Residential , commercial and Industrial buildings. Key Accountabilities lies in Strategic Planning , Budget Forecast and Management, Contracts Management , Staff Management , Legal & Regulatory compliance , SLAs and KPIs Management , Energy Management and QHSE Management .
My services portfolio includes MEP ,HVAC , Fire Fighting , Fire Alarm , CCTV , Public health services , LPG , Emergency Lighting , BMS , Access controls etc.

**Key Skills :**

MEP, HVAC, Civil, Building Automation, Customer Service, Facilities Operations, Office Administration, Preventive Maintenance, Building Services, Strategic Planning, Contract Management, Energy Management, Energy Conservation, Sustainability, Occupational Health & Safety, Employee Management.

* **Professional Experience Summary :**
* **Pacific projects engineering PVT LTD, Thousand Light Chennai, Tamilnadu, India, Working as Senior facility engineer, maintaining their own residential and commercial properties. From October 2017 to till date.**

**Responsibilities:**

* + Monitoring day to day activities related to maintenance work to make sure safe and comfortable environment for Clients.
	+ Acquiring daily job status from field staff.
	+ Receiving Evaluated / analyzing the service request and divide the work categories whether it is covered under AMC or it is casual job.
	+ For the casual job obtaining quotation from different vendor and supplier, evaluating & negotiating the same to reach on conclusion.
	+ Monitoring the work progress on site and get the feedback from contractor.
	+ After completion of work visit the site to make sure that the job has been done as per our requirement and standard.
	+ After verification submit the invoice to Accounts to release the payment.
	+ Keeping on track with contracts to preventive maintenance on time to avoid any breakdown which is affected our routine task to avoid major cost impact.
	+ Planning for preventive maintenance (PPM) work for all buildings.
	+ Keeping tracking on schedule to make sure that maintenance work carrying out as scheduled.
	+ Monitoring the work onsite for the safety perspective and make sure everyone is adhere with safety guideline and following the HHH standard.
	+ Cost controled on maintenance work**.**
	+ Negotiating with contractors on quotation for maintenance work.
	+ Arranging qualified contractors to carryout general maintenance work which are out of maintenance contract.
	+ Arranged all work as per agreed approved plan.
	+ Procuring required material according to daily use.
* **GSK Group, Djibouti, East Africa, as Senior Facility Engineer, Maintained their Own 6 residential properties, 1 shopping mall with ware houses, From July 2016 to Sept 2017.**

**Responsibilities:**

◼ Experienced in Building facilities on mega projects.

◼ Assisted with senior technical directors to develop the multiple projects.

◼ Ensured that the top managements implemented company plans and objectives are in line with the approved vision, mission and goals of the company.

◼ Adopted the company's mission, vision, goals and the strategic policies.

◼ Developed the annual work plan and budget in line with the company's strategic directions, and ensured their implementations.

◼ Conducted regular work reports on facilities operations and explained the details to facilities property manager of implementing the department work programs concerning facility operations areas.

◼ Conducted regular inspection at all sites handled and makes recommendations to the management.

◼ Monitored electro-mechanical maintenance including all electrical systems and related equipment assets, mechanical system maintenance including Air-conditioning systems, elevators, pumps, generators, Electronic systems maintenance including Audiovisual systems, public address systems, communication systems (UHS/VHS radios), car parking barriers, automatic sliding doors and shutters, office Appliances equipments, fire fighting and fire alarm Detection Systems maintenance.

◼ Monitored the PPM activities and ensure that all the PPM activities are completed as per the standard procedure and verified onsite PPM activities as per SLA & KPI.

◼ Conducted trouble shooted, diagnosed and provided technical support on operations of maintained assets.

◼ Allocated and monitored the supervisor’s through daily MEP equipments system checklist.

◼ Arranged the third party inspections and certifications of elevators, escalators, BMU’s and Boom lifts.

◼ Attended all technical coordination meetings regularly.

◼ Ensured and implemented of suitable life safety system for facilities, ensured the system is connected with the civil defence and the maintenance schedule has been served as per the high standards and procedures.

◼ Managed multi-disciplinary teams of staff including maintenance, Housekeeping, Concierge and security. ◼ Allocated, supervised and controlled mechanical, electrical and engineering outsourcing contractors to provide a high standard level of facility operations.

◼ Maintained sufficient management information systems to allow analysis and audit of maintenance functions.

◼ Managed service providers and sub-contractors in all minor and major work for different facilities in the building.

◼ Communicated with multi suppliers and prepared approved suppliers vendors list.

◼ Maintained of AMC schedules and arranging PO to suppliers.

 ◼ Carried out other tasks as directed by the company technical director.

◼ Available on call 24/7.

* **Duserve Facilities Management Services, Jumeirah lake towers, Dubai UAE, Worked as Facility Engineer, one of the contracts of Luxury owners association management Damac Properties high rise towers buildings. Dubai, UAE. From Nov 2011 to April 2016.**

**Responsibilities:**

◼ Responsible for establishing programs for preventative maintenance, liaising with contractors and suppliers, managing maintenance issues, conducting building reports and reviews.

◼ Monitored the PPM activities and ensured that all the PPM activities are completed as per the standard procedure and verified onsite PPM activities as per SLA & KPI.

◼ Monitored above SLA daily reactive maintenance / CRM call updates in CAFM and reporting to Service provider for necessary action and justification for SLA failure.

◼ Established, maintained the quality assurance and safety programs and ensured implementation of HSE requirements in the facilities.

◼ Inspected the MEP equipment's and reviewed its Operational Manuals and As Built Drawings for Projects & Retail Fit out works as per the authorities’ requirements.

◼ Functioned as a technical resource person for the operations of facility MEP systems.

◼ Managed multi-disciplinary teams of staff including maintenance, housekeeping, concierge and security. ◼ Ensured that all statutory requirements of the building updated as per the authorities requirements.

◼ Followed up with Damac Procurement and Contractor to get the quotation and process the planned work to be done as per the scheduled program.

◼ Performed regular evaluation and condition assessment of the facilities.

◼ Prepared the monthly facilities reports.

◼ Evaluated the work quality of the staff and other subordinates.

◼ Coordinated with the upper management on work issues.

◼ Carried out other tasks as directed by the management.

* **Abdullah Al Ghurair Real Estate, Deira Dubai UAE, Worked as Facility Engineer, maintained their own 13 residential properties with ware houses, From May 2010 to July 2011.**

**Responsibilities:**

◼ Supervised and makes periodic inspection of assigned facilities to determine diagnoses problems and initiates necessary action, plans and scheduled routine maintenance for customer satisfaction.

◼ Regularly Contacted with seniors to discuss the maintenance issues and obtained approval as required. ◼Contacted with Owners or their representatives for job confirmation and feedback.

◼ Supervisory ability along with maintenance knowledge in HVAC, MEP, Civil, Fire Fighting System, BMS System, Irrigation System, general Cleaning pest control.

◼ Knowledged of administrative and clerical procedures and systems such as word processing, managing files, records and drawings, and other office procedures and terminologies.

◼ Monitored work performance, team effectiveness, information flow, communication methods, work methods and standards ensure that all work supervised is performed in a correct, safe, effective and efficient manner.

◼ Ensured local and federal government regulations related to the job are met all the time to avoid penalties.

◼ Utilized proper tools, spare parts and material for the efficient and economical operation of the equipments.

◼ Implemented preventive and predictive maintenance program ensuring that technicians are trained and have the skill necessary.

* **ETA Star Hospitality, Deira Dubai UAE, Worked as Engineering Supervisor, Maintained Star Metro Hotel Apartments & Star Metro Al Barsha Hotel Apartments. From Oct 2007 to Nov 2009.**

**Responsibilities:**

◼ Snag list prepared on the pre opening hotels.

◼Taken the complete hand over of the properties from the Building Contractor.

◼ Maintained all the routine complains and coordinating with the staff for the minimal downtime.

◼Maintained the entire hotel facility including the physical building structure, all mechanical, electrical, HVAC and coordinating for the IT related Passive work.

◼Maintained the effective energy management and preventive maintenance program through BMS System.

◼ Scheduled preventive maintenance which is generated from the computerized system.

◼ Monitored of historical data and scheduling contractor maintenance on HVAC, Electrical, Plumbing, Fire Alarm, Fire Fighting & BMS System, etc.

◼ Monitored plant condition which is achieved by routine checks & continuous monitoring of all operating equipment in the building.

◼ Prepared the DLP snag list for new projects and followed up with the contractor to complete the job.

* **Emrill Facilities Management Services, Burj Dubai Residence, Dubai UAE, Worked as Facility Supervisor, one of the contract on EMAAR properties high rise buildings, Dubai. From Aug 2006 to Sept 2007.**

**Responsibilities:**

◼ Managed the maintenance of leased high raised buildings under EMAAR properties.

◼ Scheduled and updated the PPM assets A/C, Electrical & mechanical units and maintained the documents.

◼ Conducted trouble shoot, diagnosed and repaired the faulty operation of HVAC units like FCU, AHU, Split, Spool chillers, A/C window type and Package units.

◼ Managed the maintenance issue with customers and co ordinate with call centre.

◼ Well Knowledged about BMS system and fire alarm system.

◼ Prepared the DLP snag list for new projects and followed up with the contractor to complete the jobs.

◼ Maintained the common area facilities and co-ordinate with community management like swimming pools, Street light and security gates.

◼ Coordinates with technical auditors, facilities managers and engineers to executing the jobs.

* **Al Yamama Facilities Management Services, Damam, Kingdom of Saudi Arab, worked as HVAC Supervisor, One of the contracts of ministry of interior, Radar Stations Buildings, Saudi. From Nov 2001 to Sept 2004.**

**Responsibilities:**

◼ Managed and maintained of radar station buildings HVAC Equipments.

◼ Maintained and trouble shouted in chillers FAHU’s, AHU’s, FCU’s and Package units etc.

◼ Maintained the assets with PPM record.

◼ Monitored and servicing carried out for Chillers, FAHU’s, AHU’s, FCU’s, and package units etc.

◼ Monitored the chillers on manual operation.

◼ Coordinated with designing and project works of air-conditioning.

◼ Maintained the Reefer Containers and cold store units.

◼ Attended the guest room complaints.

◼ Maintained and Serviced Steams Boilers, Secondary pumps and primary pumps.

* **Educational Qualification.**

◼ B.E Mechanical Engineering, Anna University, Tamilnadu, Chennai, India April 2000. ◼ Refrigeration & Air conditionings, Diploma course in Brilliant engineering and Technology, Tamilnadu, Chennai, India, Jan 1996.

* **Trainings.**

◼ Time management skill training. ◼ Master Training from LG air conditioning. ◼ Attended companies regular training programmed. ◼ Fire fighting training from Euro link safety services. ◼ First Aider, NEBOSH – Level 3.

* **Personal Profile.**

 ◼ Date of Birth - 01/01/1978. ◼ Nationality – Indian. ◼ Religion - Islam. ◼ Marital Status - Married [ children : Three daughter]. ◼ Nationality – Indian. ◼ Religion – Islam. ◼ Languages Known - English, Tamil, Hindi & Arabic.

* **OBJECTIVES:** A Management position in which acquired expertise, creative talents and commitment to excellence will have valuable application.