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| ganesan.382894@2freemail.com  |

Ganesan  |  |

 CURRICULUM VITAE

# Career Objective

Maintaining a safe and healthy working environment. To oversee all phases of Facilities Management including operation, maintenance, design, installation, quality control, staffing, budget management and coordinating with other departments of thefirm.To work in association with professional groups who offer me the opportunity for careeradvancement and professional growth.

# Educational Qualification

**B.S** Birla Institute of Technology and Science, Pilani

 Bachelor of Science and Engineering Technology June 2014

 Mechanical & Electrical Engineering

 Deemed University, Pilani - India

**D.E.E.E** Seshasayee Institute of Technology, Trichy

Diploma in Electrical and Electronics Engineering April 2003

 State Board of Technical Education and Training

 Tamil Nadu - India

# Professional Experiences

**Al Naboodah Facilities Management L.L.C.**

**Trans Gulf Electromechanical L.L.C.** 26/12/2007 to Present

**(Part of Al Naboodah Group Enterprises, Dubai, U.A.E)**

Facilities Engineer

(MEP Maintenance, Ad Hoc Works, Small Projects & DLP)

**Haden International Group India Pvt. Ltd,**

C/o, Ford India (p) Ltd., Chennai. 20/06/2006 to 20/12/2007

Maintenance Technician

**Auto Coil Electrical Engg**

C/o, Lucas TVS ltd, Pondicherry. 10/06/2004 to 10/06/2006

Maintenance Technician

**Lucas TVS ltd., Pondicherry.**

Temporary Trainee 03/06/2003 to 02/06/2004

# Professional Profile

I hold 11 years of experience working in United Arab Emirates with overall 14years’ experience in the field of MEP Maintenance, Ad Hoc Works, Small Project and DLP seeking for a challenging role of within construction industry. My Skills are broadly based on Mechanical, Electrical, Plumbing, Fire Fighting and Fire Alarm works.

**Al Tayer Portfolio** : MEP Maintenance& Ad Hoc Works

**Dubai Creek Harbour (Sales Center)** : Small Project

**District Cooling Plant** :DLP & Ad Hoc Works

**Dubai world Trade Centre** : Small Project

**G+1 Villa at Khawaneej**  : Small Project

**Fujairah City Center** : DLP

**I Rise Tower**  : MEP Maintenance &Ad Hoc Works

**Al Jabar Tower** : DLP

**One & Only Royal Mirage Hotel**  : Ad Hoc Works

**The Westin Hotel** : MEP Maintenance & DLP

**Al Rostamani Hotel** : MEP Maintenance

# Key Responsibilities For MEP Maintenance (Ppmand Call outs)

* Comply withHSE safety procedures and requirements.
* Organized, maintaining and executing PPM schedules for all MEP services.
* Perform ongoing preventive maintenance Follows up on all MEP PPM schedules on daily basis.
* Conducts random quality inspections PPM works.
* Responds to all emergencies, breakdowns, safety and security issues
* Prioritizes and plans tasks well and complete tasks within set deadlines
* Monitor progress against the maintenance program and keep the Management and Business heads updated on maintenance progress.
* Maintains records of maintenance and prepares reports to management, as required.
* Coordinate with Building Managers / FM Supervisor and Updates all the Work status on daily basis
* Prepare and submit Executive Summary Reports of conditions in buildings and recommend actions to be taken.
* Perform facility inspections and report on condition affecting operations
* Investigates special complaints at site.
* Visits the customers for the all the critical issues raised by them
* Attends all weekly meetings to discussions related to PPM, call out & Ad hoc works.
* Conduct site visits along with service provider / clients to ensure all notable issues are attended and observed.
* Prepares condition survey reports on Emaar assets as and when required by the management and ensure to provide action plan for rectification.
* Ensures that all service requests are attended and closed.
* Ensures high level customer service.

# Key Responsibilities For Ad Hoc WorksandSmall Projects

* Arrange site visit getting to ideas in order to understand scope of works
* Making estimation as per scope of works
* Prepare quotation as per site condition
* Continue follow up to get approval from client
* As per technical specification, materials arrangement for the ad hoc works
* Making submittal schedule for drawing and materials approval
* Making work schedules as per scope of works
* Arrange manpower for concern ad hoc works
* Coordinates with other departments when and as needed.
* Coordinates with stores and all suppliers / subcontractors for the delivery and completion of all the works
* Preparing & submitting of method statement and risk assessment.
* Client meeting arrangement as per site condition
* During site execution, coordinate with other services
* As per site condition, preparing work inspection reports and getting the approval from client / consultant
* Inform to the concern person for prepare invoice as per work progress or completed
* Follow up with clients, outstanding payments as per statement of accounts.
* Responsible to maintain and update all project related documents as per ISO standards

# Key Responsibilities For Dlp (Defects Liability Period)

* As per DLP snag list, segregation of MEP scope of works.
* Supervision of quality of works, materials and workmanship related to the Contractor’s defects rectification works.
* During DLP period, documentation of the all warranty issues related to the implemented works.
* Issuing notifications and instructions to the Supplier / Sub-Contractor.
* Preparing and submit work permit along with method statement and risk assessment to main contractor.
* Ensuring compliance with works contract as per technical specifications.
* Carried out work joint site inspection with consultant / client.
* Conduct meetings with main contractor / consultant and taking the minutes of the meetings.
* Submit a monthly DLP report to consultant / main contractor, summarizing all undertaken actions, ad-hoc report if required and a final report.
* Provide all supporting documents to issuing of Final Acceptance Certificate.
* Ensure the all the work inspection approved by the consultant to release retention moneys.

# Skills & Attributes

* Valid U.A.E Driving License Holder
* Dubai Civil Defense, Technician card holder for Installation & Maintenance License
* Certified Emergency First Aider plus Defib& CPR
* Implant Training at Naively Lignite Corporation Limited
* Well Conversant and hands on experience in Microsoft Office.
* Being Safety Co-coordinator, having sound knowledge in importance of Safety, Safety Standards & safe environment to work without any Incidents and Accidents.
* Open minded, Positive, Committed, Enthusiastic, Team player, Self-motivated person willing to go Extra-mile.
* Capable of handling multiple tasks and able to workunder pressure
* Able to utilize available resources effectively.

# Personnel Profile

**Date of Birth & Age :** 05.03.1983& 35

**Sex&Marital status :** Male& Married

**Nationality & Religion :** Indian & Hindu

**Languages Known :** English, Hindi, Tamil, Telugu and Malayalam

# Passport Details

**Date of issue :** 17/11/2014

**Date of expiry :** 16/11/2024

**Place of issue :** Dubai

# Declaration

I hereby declare the above particulars are true to the best of my knowledge and belief.