**Abraham**

**Email:** **Abraham.388916@2freemail.com**

## Assistant Facilities Manager / Facilities Engineer

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| Professional Profile. |

Skills Pyramid

 A Competent professional with **22 Years experience** and handled different types of projectswithin Facilities Management, contracting and MEP industries with skills in Projects/ Contract, Building and Real Estate. Possess abroad range of technical, Personal effectiveness and leadership skill and uses rigorous logic and methods to come up with effective solutions a difficult problem. As someone who is comfortable with and able to effectively cope with change possess a long track record of making best use of any available resources and techniques.

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| **Synopsis** |

* Possess a clear understanding of the industry and technology trends with distinction of instituting quality control techniques to achieve project excellence at the lowest overall cost.
* Expertise in MEP, Civil maintenance, maintenance of MEP contracts and continues improvements.
* Generated timing schedule matching the site activities resulted in reduce cost and overtime saving. Sustainability, install energy saving for the projects and reduce the cost.
* Hands on experience in managing the Facilities Management budgets ensuring efficient and effective funds spending and cost savings.
* Ability to deal with people diplomatically, Leadership qualities, willingness to learn, friendly in nature.
* Excellent execution capability within the given deadline.
* Zeal to learn and assimilate new concepts, technologies and keen to deliver desired results.

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| **Career Progression** |

Managing Various Projects

**Job Profile**

* *Facilities Engineer* **in Dubai International Airport Terminal – 3**
* *Building Manager***, in** **Emirates NBD Asset Management & Emirates Islamic bank**
* *Facilities Manager* **in Noor Bank Project. (DXB)**
* *Facilities Manager* **in First Gulf Bank Project. (DXB & NE)**
* *Facilities Manager* **in Arab Bank Project. (DXB)**
* *Facilities Manager* **in Motor City Project**. Shopping Malls, Multiple Retail Shops,*350 Nos*. *Villas and 3575 Nos. Apartments* (Under **Union Properties**)
* *Facilities Manager* **in UP Town Mirdiff Project**. Shopping Malls, Multiple Retail Shops,*250 Nos. Villa & 800 Nos. Apartments*(Under **Union Properties**)
* *Facilities Manager* **in Ministry of Interior**. (MOI – Northern Emirates, Locations are Sharjah, Fujairah, RAK, UAQ, Ajman, Dibba Corniche, Dibba Al Hassan, Madam, Mozhaira etc..)
* *Facilities Manager* **in Alserkel Avenue project**, (Providing TFM for 91 Warehouse in Dubai)
* *Facilities Manager* **in Dubai International Airport Engineering Project (DAEP) and Jebel Ali Airshow Project.**
* *Facilities Manager* **in University of Dubai. (**Under **Dubai Chamber of Commerce)**

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| **Key Performance for various projects** |

 **Key roles of Building Manager.**

* Discussing the price details with the Client and Leasing out the property.
* Updating the rent roll files in the system.
* Updating the office leasing and payment details to the landlord.
* Coordinating with the tenant for the government approvals and day to day operations.
* Reviewing the drawings and issuing NOC for new fit out works.
* Conducting fire evacuation drill with the support of civil defense.
* Preparing monthly report and submitting to the landlord.
* Preparing master PPM schedule and follow up with the sub contractor.
* Site Inspection, Supervising, preparing snag reports and rectification.
* Follow up with the PPM works and all other day to day activates.
* Inspecting technician’s day to day maintenance activity and getting feedback from the tenant.
* Updating the work progress status to the landlord.
* Final inspection and work completion reports to be submitting to the landlord.

**Key roles are in other various projects**.

* Managing and supervising all site activities.(Hard Service & Soft Service)
* Follow up all safety procedure for site operations.
* Co ordinate with the safety department and Conducting Daily safety briefing and weekly tool box talk to technicians and maintain all the signed documents for future records.
* Preparing all reports such as Daily reports, weekly report, Monthly report, Incident reports, Safety reports, MOM etc…
* Co coordinating with the sub contractors for preparing work schedule and follow up with all activities such as PPM, corrective calls, reactive calls and call out works etc…
* Site survey and costing for new project’s tendering purpose.
* Coordinating with Client, higher management, other departments and sub contractors for smooth operation of the projects.
* Leading and directing to subordinate for all the operation, planned preventive maintenance (PPM) and day to day operations.
* Invoice submission and payments follow up with the client and updating the status with finance department. Maintain and updating all records in proper way.
* Quality assurance of the maintenance service by frequent inspection over the maintenance and physical attention over the key complaint areas.
* Supervising specialized services like firefighting and fire alarm, Lift, Cradle, Chiller, Generator, CBS, UPS , BMS, CCTV, Gate barrier,CRAC, Access control system etc…..
* Preparing asset list and providing asset tag bar code for easy maintenance and record.
* Arranging training to the technicians to deliver better services and to keep the safety standards over the site.
* Preparing Organization chart, Emergency escalation matrix, SOP, Emergency response procedures etc..
* Conducting or attending meeting with the client and sub-contractors to discuss work plan and work schedule.
* Operation and maintenance of all MEP systems, including all PPM works & trouble shooting for LV and ELV systems. Electrical (MDB, SMDB, MCC, DB, Power System & Lighting system etc..) Plumbing (water pumps, Sump pumps and all other services) HVAC system ( FAHU, AHU, FCU, all other types of AC’s, Chilled Water Pump and all types of fans etc..
* Total supervision of all MEP installation LV & Extra Low Voltage(ELV), all kinds of building and industrial wiring, control wiring, emergency lighting system wiring, panel erection, Cable termination, MDB, SMDB, MCC,DB fixing and all other related works.
* Preparing as built drawing and DB schedule for final approval.
* **Supervision of Civil Works- Floor Tiles, Ceiling, Painting, Block works, Plastering works etc….**

**Employment History in Qatar ( 5 Years)**

Period - 1999 to 2004

Organization - Qatar Building Engineering Co. Doha, Qatar.

**Completed Major Projects are in Qatar**.

* Al Fardan gardens. 150 luxury villas + club house
* Qatar Government project.131 villas + club house
* Al Jazeera international academy
* College of technology

**Employment History in India ( 3 Years)**

Period - 1996 to 1999

Organization - P S L Holdings Ltd, Jamnagar, Gujarat.

**Completed Major Projects are in India.**

* Reliance Refinery Project in Jamnagar

**Educational Qualifications:**

* Matriculation ( SSLC passed )
* Completed pre-degree course from Mahatma Gandhi University.
* Diploma in electrical engineering passed with first class marks.

**Additional Qualification**

* Computer proficiency in MS office, Excel, Internet etc.
* Passed Auto Cad course from Data soft computers.

**Visa Status**

* Residence visa ( UAE )

**Driving License (U A E)**

* Light Vehicle

**Language Known**

* English, Hindi, Malayalam, Tamil.

**Personal Details**

Date of Birth ; 25-12-1972

 Religion ; Christian

 Sex ; Male

 Nationality ; Indian

Marital Status ; Married