Dawood

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|  | Dawood-389886@2freemail.com  |

*An experienced property & facilities manager from a business degree background, with invaluable managerial experience. Highly focused with a comprehensive knowledge and understanding of various sectors such as operations, healthcare, estates, technical services, asset and property management. A consistent track record of successfully employing best business practices that improve efficiency, reduce operating costs whilst increasing productivity. Easy going by nature and able to get along with both work colleagues and senior managers, currently looking for a suitable position.*

***Work Experience***

**Property Asset Manager**

Gibson Investment Office, Cardiff -United Kingdom 2008 – Nov 2017

* Responding appropriately to tenant’s emergencies or urgent issues as they arise.
* Coordinating and leading a team or teams of staff to cover various areas.
* Responsible for the management of services and processes.
* Responsible for building maintenance repairs and services.
* Managing, scheduling and coordinating assigned real estate services.
* Comparing costs for required goods / services to achieve maximum value.
* Checking that agreed work by staff or contractors has been completed satisfactorily.

KEY SKILLS AND COMPETENCIES

* Able to liaise with tenants of commercial and residential properties.
* Preparing documents to put out tenders for contractors.
* Adequate knowledge of Strata Management.
* Liaising with relevant government agencies as required.
* Keeping senior management informed of all changes in my areas of responsibility.
* Able to liaise with Space Planner, HSE, Security, Sub-Contractors etc.
* Experience of recruitment, induction and training of a Maintenance team.
* Control of Facilities P&L with responsibility for managing budgets and costs.
* Liaise with and source suppliers for maintenance services.
* Overall responsibility for security on all sites.
* Responsible for site maintenance like: HVAC, Electrical, Fire Alarms, FFE,

 Building/CivilWorks etc.

**Capital Market Associate –** **J.P. Morgan, United Kingdom 2007 – 2008**

Trained in financial markets while working in a dynamic, collaborative and supportive team and research group.

Researched and find exciting opportunities for our clients, help them execute complex transactions and develop deep relationships while gaining a thorough understanding of markets through data analysis.

Intensive training in probability & statistics, economics, fixed income analytics, equity derivatives, futures, options, swaps, asset classes.

**Facility Manager** – Family Healthcare Clinic, Kerala - India 2000 - 2005

* Accountable & responsible with a strong focus on patient wellness.
* Routinely evaluated the overall healthcare within the facility and diligently enforced high standards.
* Provided thorough supervision for day-to-day operations of facility in accordance with set policies and guidance.
* Regularly evaluated employee performance, provided feedback and assisted, coached and disciplined staff as needed.
* Observed strict confidentiality and safe guarded all patient related information.
* Routinely evaluated the overall resident care within the facility and diligently enforced high standards.
* Monitored infection control procedures to ensure facility wide health & safety.
* Assigned staff to meet patient care needs and address productivity standards, while adjusting for census, skill mix and sick calls.

**Educational Background**

* Post Graduate in Business Administration from UWIC School of Management, Cardiff, United Kingdom in the year of 2007
* CFM on training
* SAP SD training*,* Ido SAP (UK) Ltd 2007
* Bachelor in Commerce from the University of Kerala, India in the year of 2000-2003

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**Hobbies and Interests**

When I am not busy working, I do whatever I can to relax and maintain a healthy work-life balance. I typically do this by engaging in mindful activities, such as yoga or long distance swimming on my days off. These activities help me maintain my health and wellbeing. I am passionate about helping others do the same, so I often volunteer to host mindfulness workshops at the local club or at work for my colleagues who are interested.

Date of Birth : 15/06/1979

Nationality : Indian

Marital status : Married