HUSSAM

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EDUCATION

**BachelorDegree of ELECTRICALENGINEERING**

EMPLOYMENT

**Jan 2017 – Till Date: working in U.A.EasFACILITIES MANAGERwith**

**ServeUFACILITIES MANAGEMENTSERVICES**

* **MOTOR CITY - UP Town Area**

**Dutiesand Responsibilities:**

* Buildings and Grounds Maintenance
* Cleaning
* Health and Safety
* Procurement and Contract Management
* Security
* Space Management
* Utilities and Communications Infrastructure.

**Aug2013 – May 2016: working in U.A.EasFACILITIES MANAGERwith**

**NOVUS COMMUNITY MANAGEMENTSERVICES**

* **ONE By Omniyat Investments and Management “Operational & Fit-out coordinator”**
* **BAYSWATER By OmniyatInvestments and Management “Operational & Fit-out coordinator”**
* **SILVER TOWER By Tammer Holding Investments “Operational & Fit-out coordinator”**
* **CLOVER BAY By First Gulf Properties “Operational & Fit-out coordinator”**
* **WINDSOR MANOR By Al-Shafar General Contracting (ASGC) “Operational”**
* **ELITE RESIDENCE By Tammer Holding Investments “Operational & Fit-out coordinator”**
* **GREENLAKES S1 By Asam Investment & Real Estate “Operational”**
* **AL-JAWZAA By Tammer Holding Investments “Operational & Fit-out coordinator”**
* **SAHARA MEADOWS By Al-Keraaz Meadows Limited “Operational”**

**Dutiesand Responsibilities:**

* Workingexperience in High-Rise Buildings.
* Responsible for the day-to-day operations of several community associations.
* Ability to work with Homeowner, Board Members and other team members within the organization.
* Attending 3 to 4 Board meetings per month.
* Mentoring, training and maintaining the Company’s relationship with each community that they are responsible for managing.
* Responsible for communication between the OA Board and individual homeowners.
* Ability to negotiate and deal with outside contractors and vendors for the needs of the community.
* Responsible for deed restrictions, Manage and oversee the maintenance of common area property, etc.
* Develop and submit complete and accurate annual budget(s), meeting all deadlines and demonstrating thorough analysis and consideration for the goals of the asset as well as market conditions.
* Able to supervise, direct, motivate and provide leadership for staff.
* Analyze advantages and disadvantages of alternative solutions of problems and makes recommendations to the OA Board.
* Develop and maintains an effective ongoing resident relation plan, implement initiatives, and maintain an operating environment to achieve a satisfactory level of resident services.
* Respond to phone calls and correspondence in a timely, professional manner.
* Prepare professional presentation of reports, budgets, bids, etc.
* Update Association Communication, association info boards, prepare association newsletter and/or other communication with owners and residents.
* Review financial statements.

**Mar2012–July 2013: workedinU.A.EasFACILITIES ENGINEERwithAL-FAJERSECURITY&MAINTENANCE SERVICES**

**- JLT:JBC1– JBC2–JBC3 –JBC5**

**-JAFZA: Mars GCC FZE**

**Dutiesand Responsibilities:**

* InterpretsConstructionDrawingsandStudiestheContractDocumentsandApplicable.
* Standardor Specificationprior toexecutionof anyworks.
* Approve allMaterialsubmittedbythe Contractor andMaterialonsitechecking.
* ReviewSpecification,Scope of Work, Listof MaterialsandDrawing.
* ReviewallshopDrawingandallApplicablemonitoringreportsonregularbasisoras required.
* ApproveofMaterials,PreparationofProjectDocumentsincludingSpecification,Billof Quantities.
* Responsible forimplementationsandmonitoringof allHVAC & Electricalrelatedworkatsite.
* CoordinateswithClientrepresentativesfor anysiteinstructionandinspectionof Work.
* SupporttheProjectManagerinaccomplishingallGoalsandTargets.
* FollowupSupervisionofContractorstomakesurecarryoutPreventive,Regular& Corrective Maintenance withthe RegulationandSpecification.
* QualityControlonsite.
* Takingthe necessaryactiontoimprove theProgressandQualityWork.
* MeetingwithProjectClientandAuthoritiesApproval.
* Overseeingthe Construction and installationfor all HVAC &Electricalwork.
* SupervisingofworkforPublicAddressSystem,FireAlarmsystemandFireFighting System.
* Followupandinspectionof HVAC &Electricalworkexecutionatsite.
* Reviewandtakeactionforthesubmittalsof all HVAC &Electrical Materialsusedatsite.
* Attendthe committeefor preliminaryHandover oftheproject.

**Nov2004 – Nov 2011:workedin SYRIA asELECTRICAL ENGINEERwith**

**DAR ALHANDASA CONTRACTING & CONSULTINGENGINEERS**

**Dutiesand Responsibilities:**

* Project managementandsupervision Experience.
* TechnicalandanalyticalProblemSolving.
* Consultant, Maintenance Experience.
* Communication&CoordinationwithProjectTeam

SKILLS

* **PROFESSIONAL SKILLS**
* FM& Maintenance Services.
* MEP, HVAC, HSE
* Electrical Drawings, Planning of Projects
* Constructing and Designing the Electrical Panel (Automation & Distribution Power)
* Electrical Motors Driving
* Installation Generators
* Small and Middle Water Pumping Projects
* Programmable Logic Controller (PLC)
* Programming Microcontroller
* Touch Screen (SCADA)
* Computer Hardware & Software maintenance certificate
* Mobile Hardware & Software maintenance certificate
* Researches & Scientific Papers Translation in Industrial & Electrical Fields.
* **TECHNICALSKILLS**
* Strataware
* Condo Manager
* MicrosoftOffice
* AutoCAD
* MATLAB (Modeling&Simulink)
* Protuos
* C++
* **MANAGEMENT&LEADERSHIP**
* Facility Management
* Property Management
* OperationManagement
* ContractManagementand Negotiation
* Jointly Owned Property Regulations
* Budgeting, TeamLeadership
* Customer Services
* BuildingServices
* ProjectPlanning&Management