### Rasool Photo.jpgCURRICULUM VITAE

### Rasool

## 10 years experience in Facilities Management

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Professional Summary

Dedicatedsupervisor with 10 years of experience in Facilities Management field with Diploma in Civil Engineering. Versatile and Result- oriented individual with thorough knowledge in all kinds of procedures involved in facility Management Company. A constant performer, skilled to perform in number of high level tasks with efficiency and effectively. Dependable, well-trained with wide experience and variety of system specializations in facilities management. Adept in handling multiple projects simultaneously, whether working independently or as part of a team. Good at directing, organizing, monitoring and supervising facility management team. Also perform variety of technical tasks along with providing technical assistance to the team

Objective:

To pursue a Challenging career in the Facilities Management field by exhibiting my experience to the highest level and to grow along with the industry.

Educational Background:

Highest Education level :**DCE (Diploma in Civil Engineering**) Trained.

Field of study :**Civil Engineering**

Name of Institution :PACR Polytechnic Collage.

Core Qualification:

* Vast experience working as a Facility Supervisor
* Expertise in working on the maintenance management software such as SAP, CMMS
* Knowledge of Facility Mechanical, Electrical Systems installation and troubleshooting
* Remarkable knowledge of Civil, plumbing, air-conditioning systems
* Operational knowledge of the machinery and associated tools
* Ability to read, analyze and interpret technical procedures and governmental regulations

Professional Experience:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.NO** | **COMPANY NAME** | **LOCATION** | **PERIOD** | **POSITION** | **TOTAL EXPERIENCE** | **REMARKS** |
| 1 | ETA EMCO | Dubai UAE | Nov'07 to Sep'14 | Facility Supervisor | 6 Years 10 Months |  |
| 2 | KHANSAHEB FM DIVISION | Dubai UAE | Sep'14 to Jul'16 | Senior Facility Supervisor | 1 Year 10 Months |  |
| 3 | SELF EMPLOYMENT | India | Sep’16 to May’17 | Maintenance Incharge | 5 Months |  |
| 4 | AMC | KSA | Jul’17 to Till | Maintenance Superintendent | Active | Recent |

Projects involved

# Facilities Maintenance –Hospitals, Hotel, Restaurants Buildings:

* **Dubai Healthcare City** belongs to Tecom Properties
* **Dubai Hospital –** belongs to DHA Properties
* **Liberty House** belongs to ETA Star
* **Costa Coffee Shop –** 30 shops around Dubai & Abudhabi

# Facilities Maintenance – Commercial & Lab Buildings:

* **Dubai Studio City** belongs to Tecom Properties
* **Dubiotech Lab Building** belongs to Tecom properties
* **ETA Star House**Building belongs to ETA Star

# Facilities Maintenance – Residential Buildings:

* **Wasl Properties (120 Building (more than 3500 Units), 115 Villas) – Residential buildings**
* **DOHMS (D**epartment **O**f **H**ealth and **M**edical **S**ervices) belongs to DHA Properties

# Facilities Maintenance – Workshop & Car shed Buildings

* **Nissan –** Refurbishment of workshop

# Interior Fit out works:

* **ED VILLA –** Full Refurbishment works
* **ETA Star House –** 8th Floor Majlis Hall
* **Mall of Emirates Barista –** Coffee Shop
* **Union Building –** Hotel Refurbishment works

Achievements:

* Was able to eliminate MEP failures to the minimum possibility
* Proved to be an excellent team leader and motivator
* The “service turnaround time” was highly appreciated by the superiors
* Implemented FM Successfully for all type of buildings (Residential, Commercial, Tower, Lab, Hospitals, Hotel, Restaurants)
* Streamlined team& Site operations
* Met deadlines consistently
* Trained 15 new employees for value added works

Language & Skill sets:

* **Languages known**: English, Hindi, Tamil, Malayalam
* Computer Knowledge in MS-OFFICES, AUTOCAD, ORCALE, SAP, CMMS.
* Attended Basic First Aid training with CPR & AED.
* Working well under pressure
* Good verbal and written communication skills
* Relevant technical knowledge
* Documentation Skill
* Troubleshooting for MEP issues
* Resource Management
* Well versed in **Dubai Municipality** guidelines and **Civil Defense** requirements.
* Sub Contractors management
* Supervisory & Leadership Skill
* Planning, Scheduling & work assigning to team

Duties & Responsibilities:

* Managing the properties by providing the technical engineering services and be responsible along with security, fire protection, housekeeping, Landscape, MEP services etc…
* Toimplement & follow preventive Maintenance schedules and to ensure adherence of the schedules to achieve maximum operations
* To support facility manager in all Operational issues
* Maintains safe and healthy work environment by following HSE standards and procedures;
* Manage all spare parts (Soft services, MEP & Civil) and consumables inventory
* To find source and cost appraisal of all required materials, gaining the necessary approvals to procure and to ensure the availability & delivery of materials on site within the agreed timescale
* Drive cost reduction programs through continual improvement activities such as Energy saving, Waste reduction, Controlling of material usage.
* Prepare and submit quotations with estimation for value added services. And liaise with team to ensure accuracy of quotation.
* Maintains property life safety systems such as firefighting equipment, sprinkler systems and alarm systems
* Manage and provide technical support to the team to execute the works effectively.
* To supervise the whole maintenance process and controlling the Manpower & Sub contractor and organizing work schedules
* To liaise with the Client and ensuring the availability drawings and suitable O&M Manuals for all equipments to troubleshoot during breakdowns
* Meets maintenance operational standards by contributing maintenance information to strategic plans and reviews; implementing quality, and customer-service standards; resolving problems
* Handling emergency situation arises during building operations
* Raising the purchase order through SAP system and maintaining the expenditure within given budget
* Preparing the Monthly & Technical reports, Accident & Incident reports, checklists, and all other site & client related documents,survey & Snags reports during any building taking over
* Coordinating with consultant and contractors up to completion of snag works.
* Handling all types of Fit-out interior works for leased offices and retails.
* Entering & Forwarding the complaints to technicians via SAP through CMMS

Personal Particulars:

Date of Birth :22nd Nov 1986

Nationality :Indian

Gender :Male

Marital Status :Married

I hereby declared that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars