**Frankie**

**Email:** [**Frankie.380410@2freemail.com**](mailto:Frankie.380410@2freemail.com)

**CAREER SUMMARY AND OBJECTIVE**



I am looking for a suitable position in Dubai having worked for 25 years in a reputed Aluminium Smelter in the Facility Management department and the Automotive industry based within the UAE.

A reliable and highly organized individual with a strong record of supporting the management of Dubai Aluminium Company. Having proven senior administrative skills, with the ability to multi-task and communicate effectively at all levels within the business. Skilled in transport logistics, problem solving skills finding a range of solutions and making recommendations, resolving customer concerns in both corporate and field environments and confidence in dealing with a range of people including clients and the general public. Highly adaptable in challenging situations with a proven record of meeting tight deadlines with an ability to work as part of a team.

**EMPLOYMENT HISTORY**



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| **EGA Dubai Aluminium Company** | **2008 – 2015** |

**Senior Administrator – Facility Management and Onsite Services.**

EGA is one of the 5 largest Aluminium producers in the world. Owned by Dubai Investment Corporation and Abu Dhabi based Mubadala Group.

Reporting to the Manager – Facility Management and Onsite Services by supporting the company in providing optimum Transport, Environmental, Health and Safety and Administrative services among others.

Transport:

* Update and maintain various transport schedules as per civilian operational requirements.
* Contractor manpower management involving 1 supervisor and 30 drivers.
* Carry out regular inspections of the vehicles and monitor all maintenance activity by the contractor.
* Single point of contact for non-routine transport requests, VIP Transport, Plant Tours, Site Visits, External CSR activities and company related events and specialty needs.
* Monitor vehicle and load security.

Environment, Health and Safety:

* Monitor the implementation of the company EHS objectives with compliance to the procedures pertaining to the Facility Management and Onsite Services department.
* Conduct Safety Inspections and Walkabouts of the Facility Services area.
* Conduct Tool Box Talk with the Contractors.
* Encourage safe practices within the Facility Services.

Others:

* Scrutinizing and approving of work completion certificates.
* Invoicing of Transport, Catering, Laundry & Publications via SAP System.
* Compiling of department and management reports.
* Conduct surveys as directed by the Facility Services senior management.

**Achievements**

* Being appointed as Environmental, Health and Sefety Representative for the Facility Services Department at DUBAL from 2011 to 2015.
* Was instrumental for streamlining the internal DUBAL Taxi service to its maximum potential.
* Introduced the DUBAL Metro Shuttle service to the benefit and convenience of the employees and visitors to DUBAL.
* Environmental, Health and Safety Lifestyle Campaign Certificate from DUBAL’s President and CEO in 2011.
* World Environmental Day Celebrations certificate from DUBAL in 2011
* Environmental Can Collection Drive Certificate from DUBAL in 2011.

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| **Al Tayer Group - National Car Rental** | **1993 – 2008** |

**Assistant Manager – Rental and Lease Operations.**

Al Tayer Group is a privately held holding company established in 1979. It operates in several industries including automobiles sales and service, luxury and lifestyle retail, engineering and contracting.

Job Profile:

* Ensure maximum utilization of vehicles on daily, weekly and monthly basis meeting set targets.
* Vehicle rate management.
* Overheads and Cost Management – Control of fuel usage and staff overtime.
* Manpower allocation and management.
* Carry out regular inspections of the vehicles and schedule their maintenance.
* Ensure timely inflow of the rental income.
* Defleeting of vehicles and recommendation for the purchase of new vehicles for the fleet.