**CURRICULUM VITAE**

TARIQ   
email: [tariq.387425@2freemail.com](mailto:tariq.387425@2freemail.com)

**Summary**

Building services and Facilities Management Professional with Electronic & Electrical Engineering back ground with experience in Technical, Operation & Maintenance, Vendor assessment, refurbishment, renovation, Hard Facility Management & Soft Facility Management and well versed in Dubai Municipality, DEWA and international FM requirements.

**Academic Qualification**

Bachelor degree in Electronic and Electrical from Gulbarga University in 2001, India

**Professional Experience**:

**15** years of professional Experience in Operation and Maintenance of Building Service including and not limited to:

**Electrical Services:**

* [Low voltage](https://en.wikipedia.org/wiki/Low_voltage) (LV) systems, [distribution boards](https://en.wikipedia.org/wiki/Distribution_board) and [switchgear](https://en.wikipedia.org/wiki/Switchgear).
* Communication lines, telephones and IT networks ([ICT](https://en.wikipedia.org/wiki/Information_and_communications_technology)).
* [Building automation](https://en.wikipedia.org/wiki/Building_automation).
* [Lightning](https://en.wikipedia.org/wiki/Lightning) protection.
* [Fire](https://en.wikipedia.org/wiki/Fire) detection and protection & Gas system inside the Apartment and main Building.
* [Security](https://en.wikipedia.org/wiki/Security) and [alarm](https://en.wikipedia.org/wiki/Alarm) systems.

**Mechanical services:**

* [Energy](https://en.wikipedia.org/wiki/Energy) supply – [gas](https://en.wikipedia.org/wiki/Gas), [electricity](https://en.wikipedia.org/wiki/Electricity) and [renewable](https://en.wikipedia.org/wiki/Renewable_energy) sources
* [Escalators](https://en.wikipedia.org/wiki/Escalators) and [lifts](https://en.wikipedia.org/wiki/Elevator)
* [Heating](https://en.wikipedia.org/wiki/Heating) including low-energy (low-temperature) solutions
* HVAC System [Ventilation](https://en.wikipedia.org/wiki/Ventilation_(architecture)). This includes clean-room solutions (hospitals, labs) and industrial ventilation (factory spaces and processes)
* [Air conditioning](https://en.wikipedia.org/wiki/Air_conditioning) and other applications of [refrigeration](https://en.wikipedia.org/wiki/Refrigeration)

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***July 2008 to Till Date*** **SERGAS GROUP- INTEGRATED GAS SERVICE LLC**

***Job Title*****OPERATION & MAINTENANCE MANAGER FOR DUBAI & NORTHERN EMIRATES/OMAN**

***Key Responsibility:***

* Managing and supervising a team of 6 No’s Engineer, 6 No’s Supervisor and 56 No’s technicians.
* Managing the company system around Dubai, Northern Emirates and Oman.
* Managing more than 1000 no’s contract with different clients.
* Prepare yearly Department forecast and budget.
* Follow closely the operation and maintenance of VIP and public systems as palace, Hotels and restaurants.
* Overseeing and agreeing contracts and providers for services including security, parking, cleaning, catering, technology and so on
* Supervising multi-disciplinary teams of staff including, FM engineers, cleaning, maintenance, grounds, electrician, and maintenance technicians.
* Ensuring that basic facilities, such as water and heating, are well-maintained
* Managing budgets and ensuring cost-effectiveness for entire building maintenance.
* Allocating and managing space between buildings.
* Ensuring that facilities meet government regulations and environmental, health and security standards.
* Advising businesses on increasing energy efficiency and cost-effectiveness.
* Overseeing building projects, renovations or refurbishments.
* Helping businesses to relocate to new offices and to make decisions about leasing.
* Drafting reports and making written recommendations.

***Previous Company***

November 2002 to Nov 2007 **Electronics Corporation of India Limited**

ECIL-P.O. Hyderabad – 500062 (A.P).

*Job Title* Maintenance Engineer.

***Summary of Skill Sets***

***Computer****:*

ERP system (NAV), Proficient in MS Office, C programming, Knowledge of Computer Hardware & Networking

A Microsoft Certified Professional (MCP # 2829352) with a knowledge of Cisco certified network Administrator (CCNA)

***Trainings:***

Project Management Professional trained.

ISO certified Internal Auditor for IMS system ISO 9001-2008

In-house Trainings for Design, Installation & Maintenance of **Oldham Gas Detection system**

Out House Trainings for Design, Installation & Maintenance of Vaporisers **– Algas SDI at Viena, Austrialia.**

**Out House Training for Design, Installation & Maintenance of Vaporizers SAMTECH- Milan, Italy**

Professional Skills:

* Technical Support
* Design Presentation
* Management Coordination
* Communication Skills
* Organizational Goals

***Personal Details:-***

Date of Birth : 25/03/1980, Age 38 years.

Nationality : Indian

Communication Skill : English, Hindi & Telugu.