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| *MUHAMMAD***Abu Dhabi U.A.E****E-Mail:-** **Muhammad.88452@2freemail.com** | CV & Passport |
| **OBJECTIVE** | I am an experienced professional seeking for a senior level position as a Project, maintenance and facility manager in a reputed company where I can work for ensuring better working of the organization to contribute my knowledge of various processes and methods to profit the company. I have good communication and organizational skills. |
| **PROFILE** | Over 15 years’ experience in Projects, Facilities Management & Maintenance, upgrading, Machines Installation, Energy Saving Program, Repair and Maintenance of Equipments in oil & gas sector in Engineering Field. |
| **JOB PROFILE****2009 – Till Date** | **Weatherford International U.A.E****Facilities (Project & Maintenance) Manager**Organizing and planning of Projects and facilities maintenance including upgrading, renovation, and relocation of operational & manufacturing, warehouse, offices and site infrastructure facilities. Provide support services to all product lines (Jar, Line Hanger, Secure Drilling Services, Pressure Control Equipments ,Precision Drilling, LWD, Radio Active Source Storage(RAS) and RAS Calibration tower (Rig Tower), Wire line, Tubular Running Services, cementing workshop and Laboratories( Drilling Fluid, Core & Cementing ) |
| **Project and construction Responsibilities** | Part of the Project and construction team from conceptual design to final commissioning and handover process.* Define the scope, create a detailed work plan, and determine the resources and ensure that all project personnel receive an appropriate orientation and HSE induction.
* Reviews project proposals or plans to determine time requirements and funding limitations within the Department;
* Review the project schedule, project activities; revise the schedule as required and execute the project according to the project plan.
* Monitor the progress of the project to ensure the successful completion of the project
* Establish a communication schedule to update stakeholders on the progress of the project
* Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards
* Ensure that all financial records for the project are up to date.
* Ensure that the project deliverables are on time, within budget and at the required level of quality.
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| **Majors Projects Handled** | Working on the Construction of Weatherford Main operation Base in ICAD-II Abu Dhabi for Jar and DRT, Production System , WCP ,Well completion technology, Secure Drilling Services, Pressure Control Equipments, Precision Drilling, Wire line ,Tubular Running Services and Laboratories etc.**Project Plot Area 156,000 Sq. M** **(Estimated Cost $75 Million)** Weatherford Abu Dhabi Manufacturing Facility 78,000 Sq. MSupport the Project Manager(Projects Cost $68.5 Million )Dubai Manufacturing facility M.E Jebel Ali (Weatherford oil tool)(Projects Cost $16.5 Million )Weatherford GASOS Facility Abu Dhabi (Projects Cost $5.0 Million )Abu Dhabi Machine shop (Weatherford oil tool) (Projects Cost $3.0 Million |
| **Maintenance and Facilities Management** | Managing operation, planning and maintenance of building & facilities services including Energy, BMS, CCTV system, Elevators ,electrical, mechanical, plumbing, HVAC, fire detection/ protection, access controls, roads fencing, drainage, lighting, janitorial, security reception, archiving, catering, pest control , landscaping and waste disposal and recycling services to the following Facilities:1. ***Weatherford Abu Dhabi Manufacturing Facility 78,000 Sq. M. Weatherford Word Biggest Facility.***
2. ***Weatherford Regional Technical Training Facility 30,000 Sq. Meters.***
3. ***Weatherford GASOS Operational Facility 25,000 Sq. Meters.***
* Management of large FM outsourced contracts and in house FM & Maintenance team more than 50 staff.
* Management of soft services including security.
* Review insurance plan and ensure risk coverage as per Weatheford Policy and as per the local authority requirement.
* Liaising with contractors, government entities, vendors
* Update all the authority and statutory certificates and documents.
* Manage third party providers performance, ensuring the correct tendering process is used to obtain cost effective solutions.
* Develop the annual budget for the Facilities Management department and ensure cost and expenditure are within the set budget.
* Ensures appropriate management of technical and facilities works by properly managing team, projects, budget, costs and quality of facilities sites
* Manage the facilities upgrading, HSE & OEPS plan implementation and improvement of Facilities as per company policy.
* Design and execute maintenance plan for all Equipments/Assets in the facility-Execution of AMC and Oversee PPM and repairs of facilities and equipment.
* Provide a monthly facilitates report will included utility consumption data, planned and corrective works completed in month plus notification of any significant events e.g. incidents or Health and Safety issues.
* Initiate and manage the annual performance appraisal to review employees’ work performance.
* Managed FM contracts, contractors, and procurement functions and provided support for the facility’s budget.
* Monitor and improve the illumination level in each facility as per requirements.
* Initiate, develop and implementing of Energy Efficiency program within the facilities.
* Carry out Periodic Audit of in the facility for Work Place safety /Regulatory requirements and give recommendations to top Management.
* Liaising with all departments and product line operation managers to setup the workshops layout in such a manager to utilize the maximum space, reduce the work process time and eliminate the forklift & O.H cranes movement to reduce the risk.
* Highlights, solves, and prevents issues in environmental management and risk prevention, health, safety of the company staff.
* Assist QHSSE to design emergency management procedures and conduct periodic Mock Drills for emergency management and always ensures all safety regulations and work closely work with QHSSE Team.
* Managing of all type of overhead & jib cranes, bucking units, break out units, pressure test bays, paint booths, wash bays, industrial ovens, air compressors and hydraulic jar tester.
* Performance appraisals conducted and submitted on time to the HR.
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| **2005 – 2009****Duties & Responsibilities** | **Weatherford International, Dubai Manufacturing Facility.** **Facility and Maintenance Supervisor.**Plans, supervises, controls and evaluate process maintenance activities and organizes Manufacturing facility/machine shop, equipment’s installations and maintenance. Performed scheduled and unscheduled maintenance and repair.Prepared daily, weekly, monthly and yearly check List activities for PM scheduled and Facility Management. |
| **2002-2005****Duties & Responsibilities** | Maintenance Engineer**Weatherford Manufacturing Facility Dubai**Repair and Maintenance of CNC, PLC and manual machines.Responsibility of entire electrical and mechanical work erection.Installation of power, Control, Distribution Panels and Electrical Control accessories. |
| **1999 – 2002** | **Al Ghurair** Dubai UAEMaintenance Technician |
| **1996 – 1999** | Frontier Match Factory Peshawar PakistanAsst. Engineer |
| **QUALIFICATIONS** | **MBA in Project & Operation Management (Expected to complete in September 2017) from Geneva Business School Switzerland.****Bachelor's Degree in Electronic Engineering Technology from World College Virginia USA**Diploma of Associate Engineer Electrical from Govt. College of Technology Peshawar Pakistan |
| **TRAININGS** | * BSI Energy Management System Auditor/Lead Auditor Training (ISO 50001;2011)
* Hazard Communication Training
* Safe Start training Environmental Induction
* Essentials for Enterprise Excellent Course
* Environment 101 CBT
* Practical Risk Assessment & Job Safety Analysis (JSA) Awareness
* Core Compliance
* Weatherford Health & Safety
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| **COMPUTER KNOWLEDGE** | * MS Office (Excel, Word &Power Point).
* MS Project
* AutoCAD
* Microsoft Visio
* PLC
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| **Nationality****Date of Birth****Marital Status****Language****Visa Status** | * Pakistani
* April 14, 1978
* Married
* English, Urdu, Hindi and Basic Arabic
* Employment Visa
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