

Faizan Nisar

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Objective

I am highly motivated, detail-oriented, and committed to upholding the highest standards of quality and safety in facility management. I am confident that my expertise and dedication make me a strong fit for the Facility Supervisor position at your company. Having a vast experience of 10 Years

Experience

FACILITIES SUPERVISOR | EFS FACILITIES SERVICES | 8 JULY 2024 TO UNTIL NOW PROJECT | BAHRAIN FINANCIAL HARBOUR MANAMA BAHRAIN

- Responsible for day-to-day repair & maintenance of facility equipment.
- Developing and implementing safety protocols and procedures to ensure a safe working environment.
- Managing work order database and ensuring all work requests are being completed on time and KPIs are met.
- Develop and organize PPM, RM, and safety inspection programs for all facilities and equipment, and conduct regular safety meetings
- Orders materials and maintains an inventory of required materials to carry on maintenance work.
- Prepare the duty schedule and keep a record of attendance timesheets for the staff.
- Monitor and evaluate the performance of facilities staff.
- Responds promptly and efficiently to all reactive issues and help desk requests.
- Responds to emergencies during and after hours to resolve the emergency requirements.
- Carry out routine inspections for the jobs accomplished by Technicians and Vendors.
- Provides field supervision as needed, and furnishes advice, assistance, and direction about situations that arise as a result of Facility operations.
- Assists in the coordination of efforts between the Maintenance department and other departments within the organization by building effective working relationships.
- Prepare reports on facilities operations and maintenance activities.
- Maintaining required records of work hours, budgets, payrolls, and other information.
- Prepare the incident report and submit it to the Line Manager.

FM TEAM LEADER | EFS FACILITIES SERVICES | 1 NOVEMBER 2022 – 7 JULY 2024 PROJECT | SHELL OMAN MARKETING MUSCAT OMAN

- Managing and supervising the facility maintenance staff, contractors, and vendors performing and maintaining the facility building services.
- Developing processing plans and optimizing resource allocation.
- Gathering and analyzing data and reports.
- Determining facility and equipment specifications.
- Planning and coordinating infrastructure and equipment maintenance schedules and activities.
- Ensuring that all facilities are equipped with necessary safety equipment and that staff is trained to use it.
- Ensuring compliance with relevant regulations and health and safety standards.
- Evaluating operational systems and facility infrastructure to ascertain and improve operational efficiencies.
- Prepare and submit summary reports of conditions in buildings and recommend actions to be taken.
- Managing and supporting engineering technicians' groups to reach established goals.
- Maintaining employee's technical competence and striving for excellent customer service.
- Manage and assist distribution and generation of equipment and systems performance.
- Collect and prepare quotations for consumables from suppliers by negotiating a better price for all services and consumables required for new phases to provide better quality and competitive prices.
- Coordinating and overseeing contractors performing maintenance activities.

- Providing technical support and guidance to other departments as needed.
- Conduct analysis and propose procurement of facilities services.
- Comply with all safety procedures and requirements. Analyzing project costs and preparing budgets.

MEP TEAM LEADER | EFS FACILITIES SERVICES | 19 AUGUST 2019 TO 30 JUNE 2022
PROJECT | QATAR AIRWAYS BUILDING AZAIBA MUSCAT OMAN

- Managing and supervising the facility maintenance staff, contractors, and vendors performing and maintaining the facility building services.
- Supervised daily operations, including employee performance, preventive maintenance, and safety.
- Review technical documentation to perform accurate repair on diverse equipment. Analyzed and identified equipment failure root causes and initiated corrective action.
- Managing maintenance activities, including supervising staff and inspecting equipment.
- Managing facilities operations including general maintenance of Electrical appliances, HVAC system, Fire alarm, and Fire Fighting System.
- Hands-on experience in Operating and monitoring B.M.S.
- Prepare and present the reports to the facilities manager regarding the status of facilities activities.
- Having good Knowledge of the CAFM system.
- Preparing Asset list and ppm planer snagging, condition assessment, and Take-Over.
- Follow-up daily Routine work such as PPM, RM, and Following technicians to complete jobs within the allocated time frame.
- Following and implementing safety policies and procedures on site and giving TBT to the team every week.
- Direct supervision of sub-contractors works to ensure quality service with minimum downtime report to the line Manager.
- Perform other duties as assigned and assist other team members in different work disciplines as required to meet all work assignments.
- Keeping a record of incidents and producing detailed technical reports.

ELECTRICAL ENGINEER | UMAR AND HARRIS ENGINEERING | 1 JUNE 2017 TO 30 DECEMBER 2018
PROJECT | DHA FARMHOUSES DHA CITY KARACHI PAKISTAN

- Tracking work schedules by monitoring the day-to-day progress of the project. Coordination with consultants & clients on technical aspects of projects.
- Ensuring all the materials are available and approved by the consultant and QC.
- Ensuring sufficient hand tools, power tools, electric supply, scaffolding, and all the materials installation.
- Assist in the preparation of IPCs.
- Coordinate among all disciplines and ensure site clearance from civil Engineer.
- Closely monitor site activities to ensure the quality of work complies with approved shop drawings and specifications get daily reports from the site supervisor and update the Project Manager.
- Preparing relevant documents to inspect completed installation activities (work inspection report, material request and request for Information RFI, shop drawing submittals, material submittals)
- Involved in weekly meetings with the project management to resolve the site-related issue. Testing and commissioning report.
- Lead role in designing Fire Alarm, testing, and commissioning of Electrical equipment. Site inspection with Electrical project team members.
- Lead role for the provision of earthing pits for Electrical Installation. Testing and commissioning of earthing System.
- Assist the project manager during the preparation of final testing and Commissioning

ASSISTANT ENGINEER | ALI AKBAR QUALITY BUILDERS | 15 AUGUST 2016 TO 30 MAY 2017
PROJECT | BAHRIA HEIGHTS 1, 2, 3 BAHRIA TOWN KARACHI PAKISTAN

- Perform detailed calculations to establish standards and specifications. Research appropriate solutions and estimate timescales and costs.
- Provide quality assurance for ongoing projects.

- Assisting with all capital projects regarding the MEP permit review process, including the review and response to the concerned department. Ensuring that all building services meet HSE requirements & local authority regulations.
- Conducting the site inspections to ensure adherence to engineering standards and specifications. Coordinating the engineering team, and assigning the goals for the successful completion of the project's plans. Prepare reports day to day of the site working.
- Coordinate with office staff, consultants, contractors, and other personnel. Arrange meetings with consultants and satisfy them with working reports of the site.
- Make visits to the working site also together with a consultant, and confirm system and components by designing testing methods.
- Direct report to Site Engineer.

**JUNIOR ENGINEER | ALI AKBAR QUALITY BUILDERS | 1 FEBRUARY 2014 TO 14 AUGUST 2016
PROJECT | BAHRIA HEIGHTS 1, 2**

- Supervise the site activities as per the drawing required by the consultant.
- Supervise installation and observe to ensure compliance with design and equipment specifications and safety standards. Provide quality assurance for ongoing projects.
- Prepare daily reports in written and product documentation.
- Provide Information to the team on modification of work policies, safety regulations, and specifications.

Project Handled

BAHRAIN FINANCIAL HARBOUR|MANAMA|BAHRAIN

SHELL OMAN MARKETING|MINA AL FAHAL|OMAN

QATAR AIRWAYS BUILDING|AZAIBA|OMAN

DHA FARMHOUSE| DHA CITY KARACHI|PAKISTAN

BAHRIA HEIGHTS 1, 2, 3|BAHRIA TOWN KARACHI| PAKISTAN

Certification

CONTROL TECHNOLOGY 2013

Pak Swiss Training Center Karachi Pakistan

Skills

LEADERSHIP

FACILITY MANAGEMENT

MEP

BUILDING MAINTENANCE

SAFETY MANAGEMENT SYSTEM

CAFM

MICROSOFT OFFICE

Education

BACHELOR OF ENGINEERING | 2013 | DAWOOD UNIVERSITY OF ENGINEERING AND TECHNOLOGY

Personal Data

Name: Faizan Nisar Surname: Memon

Nationality: Pakistani Religion: Islam

Passport No: KU9827982 Marital Status: Single