

# RAMIZ REZA

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**To use my skills in achieving creative and useful results as well as enhancing and learning new skills in my professional career.**

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## **Professional Preface**

- \* A dynamic individual with highly motivated & positive attitude towards life.
- \* Exceptionally organised with a track record that demonstrates creativity and initiatives to achieve set goals.
- \* A proactive learner with a flair for adopting emerging trends & addressing industry requirements to achieve organisational objectives & profitability norms.
- \* Possess exceptional team spirit thereby helping in easy achievement of organisational & personal goals.
- \* An effective communicator with excellent relationship building & interpersonal skills.

## **Professional Experience**

### **TOTAL WORKING EXPERIENCE: - 11.7 years**

#### **Bloom Holding Company - bfm (Abu Dhabi, UAE): -**

#### **FACILITIES ENGINEER/ACTING AFM**

**From March 2017 to Current.**

Coordinates with Mechanical, Electrical, Plumbing, Civil, other Technical services, Securities services, cleaning services, internal business units & external specialized contractors to ensure that all works are completed in a timely manner.

Monitoring the task which is under DLP with contractors.

Taking handover of all the assets/facilities from the client.

Coordinate & follow up with all fit out technical work with the subcontractors.

Worked on CAFM based PPM & Reactive tasks to achieve KPI within deadline & SLA.

Supervises Assets, Facilities & Property management to ensure timely responses, carries out physical checks of technical facilities to ensure that these are maintained in accordance with specialized technical standards & practices.

Ensure that the service providers and specialized contractor of the critical technical system for all kind of maintenance works are doing on timely manner.

Ensure the application of PAT test for all movable assets.

Reviews, evaluates and addresses complaints related to technical facilities services as well as the repair and maintenance of all buildings & facilities.

Regular site inspection at night shift to inspect all specialized system on site” Lift, UPS, Generator, MDB’s & Chillers”.

Negotiating the best deal with contractor & supplier.

Understanding of compliance issue statutory regulations such health & Safety.

Auditing i.e., Building Life critical, QHSE & Cleaning as well.

Coordinating & facilitating workflow, developing maintenance plan, delegating task & then monitoring staff performance.

Reporting to senior managers on budget & resources & making recommendation for Capital Expenditure (CAPEX).

Monitoring routine periodic fire safety check, CCTV & Securities.

Provide a report on a weekly & monthly basis to senior facility manager as per all work completion related to “PPM, CM, Office Reinstatement/refurbishment, Partner requests, & Purchasing order.

Monitors all record and database pertaining to technical facility service to ensure that these are Accurate update & current.

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### **Jamal Jaroudi Group of Companies (Riyadh, Saudi Arabia): -**

#### **ELECTRICAL ENGINEER**

**From Mar 2014 to April 2016**

Prepare/Review of Engineering Drawing/ Documents.

Handling Inventory Management.

Prepare daily inspection reports for Electrical activities.

Independently executing project at site, Supervising contractors, Billing, Co-ordination with Architect, Consultant and contractor.

Maintenance & Installations of 11kv/440v LV Switchgear with ACB/VCB Panels, MV power Cables, LT Motor Control Centers (MCCs), Power control centers (PCCs), Motor battery Charger UPS/ DCS systems,

Emergency power supply, DG Set, AC/DC distribution board, Fire Alarm & detection system.

Pre-commissioning of all including cable continuity check, Meggar test, Preparation of Earthing network & lighting protection, cable traying & grounding.

Single phase and three phase Electrical system, Load calculation.

Negotiating with manufacturer and suppliers.

Follow the company rules and safety procedure.

Monitor & Generate Daily/ Weekly/ Monthly activity report as per project specification.

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**Thomson Electricals (DELHI, India): -**

**ELECTRICAL MAINTENANCE ENGINEER**

**From Jan 2013 to Feb 2014**

Installation of LT panel and Sub panel

Laying of LT Cable

Commissioning of Electrical control panels, Drives and Motors.

Control Panels (PCCs, MCCs, APFC, STAR DELTA, PEC, MDI etc.)

Drives (INVT, DELTA, MECON)

Internal wiring of building along with Fire detection system.

Power Factor correction & Load calculation

Determining procedure for maintenance, Installation, modification & repair of electrical fittings  
On site.

Identification of faults and electric bill analysis with recommendation on ways to improve.

Energy efficiency with existing system.

Examining electrical service for proper working.

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**RCC Pvt. Ltd.: -**

**ELECTRICAL TRAINEE ENGINEER**

**From Jan 2011 to March 2012**

Understand the bill of quantity (BOQ), Schedule along with preparation of Bills

Co-ordination with client and maintain required documentation and communication.

Understand and Plan the activities on site to ensure on time completion.

Installation of electrical equipment with ensuring safety at site.

Installation of Feeder Pillars, Copper Bus Duct, Capacitor Bank etc.

Internal wiring of building along with Fire detection system.

Cable tray route design for HT/LT/Control cable running.

Equipment grid inside outside substation as well as earth pit making and testing,

Entire electrification wiring of substation building, lighting distribution of the inside and out.

Testing Cable laying / jointing, testing (HT/LT).

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**Rohini Industrial Electricals Ltd.: -****ELECTRICAL SITE SUPERVISOR****From May 2005 to June 2008**

- Plan and schedule projects, estimate time and materials, supervise subordinates,
- Maintain records and files and prepare reports.
- Plan and supervise the work of electricians.
- Plan and estimate electrical jobs.
- Maintain records on electrical jobs and assign to appropriate personnel.
- Assist contractors on jobs.
- Maintain knowledge of electrical materials in warehouse.
- Advice coordinator and assistant director of technical problems.
- Monitor & Generate Daily/ Weekly/ Monthly activity report as per project specification.

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**Scholastics****B. TECH (Electrical & Electronics Engineering)****JIET, KUK UNIVERSITY, HARYANA, INDIA**

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**Computer Skills**

- \* Have worked with various versions of Windows Operating system namely Windows 95/98, Windows XP, Windows Vista, Windows 7, 8 & window10.
- \* Could operate effectively with Microsoft office tools- **WORD, EXCEL, POWER POINT & OUTLOOK.**
- \* **AUTOCAD.**

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**Other Accolades/CERTIFICATION**

- \* CERTIFIED FACILITY MANAGER/MOTAMAD Certification from MEFMA- Middle East Facility Management Association, Dubai.
- \* ASSOCIATE FACILITY MANAGER/TA'ASEESY Certification from MEFMA- Middle East Facility Management Association, Dubai.
- \* IOSH Certification from SWS L.L.C Abu Dhabi.
- \* BICSc Qualified.
- \* Fire Fighting Certification from ZAHEZIYA, GDCCD, Ministry of Interior, Abu Dhabi.
- \* IT Security Awareness Training, Bloom- IT, Abu Dhabi.

- \* Industrial automation (PLC, SCADA & DRIVES) Certification from SOFCON INDIA PVT. LTD. DELHI, INDIA.
- \* Summer training Certification from N.T.P.C Barh regional training centre & N.S.S.M Narkatiaganj, INDIA.
- \* Achieve customer satisfaction awards & project of the months by current Company.

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### **Personal Dossier**

**Date of Birth:** 21 Feb 1987

**Gender:** Male

**Marital Status:** Married

**Nationality:** Indian

**Address:** S/O: Late Mohammad Alamgir, Village: Sheoganj, Post Office: Narkatiaganj, DIST: W. Champaran,

**State:** (BIHAR), INDIA

**Linguistic Abilities:** English, Hindi, Urdu & Arabic (working level)

**Driving Licence:** UAE & Indian both.

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### **Passport details**

**Passport Number:** K8216696

**Date of Issue:** 14/12/2012

**Date of Expiry:** 13/12/2022

**Place of Issue:** Patna

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### **Declaration**

I hereby confirm that all the information provided above is correct up to my knowledge and I am fully responsible for all the details provided above.

**Place:** Abu Dhabi

**(Ramiz Reza)**