

MOHAMMED MOHTASHIM FARAZ (FMP, MSC)

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OBJECTIVE

To obtain a challenging and rewarding position in a growth-oriented organization which offers diverse job responsibility and utilize my knowledge, skill, experience and technical abilities to the fullest for the achievement of organization's goals consistently.

EMPLOYMENT HISTORY

REGULAR

Abdul Aziz Al Majid Group

Sept 2018 – Oct 2020

My position and responsibilities as a **Facilities Manager** in Abdul Aziz Al Majid Est. include

- Manage total staff of 150 with skills including engineers, supervisors, foremen, electricians, painters, door specialist, HVAC technicians, carpenters, security, watchmen and janitors
- Introduced Planned Preventive Maintenance System.
- Managing over 10,000 units covering high-rise towers to buildings and villas, in Dubai, Sharjah and Umm Al Quwain enforcing Health & Safety of all stakeholders.
- Studied and Implemented cost saving initiatives by application of Chiller Plant Manager across the portfolio resulting in recurring monthly saving of 20%.
- Created budget and formalized the process flow. Successfully reduced operational budget by 25%.
- Monitor vacant units' maintenance and ready it with complete maintenance for new tenants.
- Formulated Root Cause Analysis (RCA) of evaluations to improve work processes and equipment maintenance plans.
- Hired new recruits as and when required
- Co-coordinating with procurement for QA and QC.
- Managing and approving specialized contractors for lift, fire system, landscaping, cleaning, security, CCTV, access control systems.

- Performing regular site inspections, tracking and monitoring the engineer, supervisor inspections
- Documenting and implementation of CAPEX and OPEX.
- Conducting regular meeting with team to address concerns and operational issues and brief further development and strategy.
- Generating fortnightly and monthly report to brief the management.
- Implemented continual process improvements efficiency

Abu Dhabi Commercial Properties (ADCP) *Jan 2014 – Aug 2018 (4y 8m)*

Worked as a **Building Inspector** in ADCP (subsidiary of ADCB) and my achievements include

- Managing 60 buildings, villas and VIP projects like Bateen Park and AD1 tower
- Combined contractual value of over AED 8 million annually
- Supervising and evaluate 20+ facilities management service providers
- Periodic inspections of tenant service requests and common areas.
- Recommending FM improvements to property owners and implementing approved process.
- Conducted snagging of buildings during DLP and took over the assets with zero snags.
- Tendering works of value AED 1,000,000+ and recommendations to procurement dept.
- Processing quotations, administer contractual obligation, quality check, enforce strict safety standards.

Engineering Maintenance Company (EMCO) *Feb 2011 – Jan 2014(3y)*

My work experience in EMCO (subsidiary of ETA Star) had been a challenge that I enjoyed working. A fast-paced learning process with tough clients taught me a lot.

- **Wasl Properties** - Maintaining 34 buildings in Discovery Gardens and Al Quoz staff accommodations (C-category).
- **Owners Association Management** - Managed high-rise towers of under **Asteco, Reliance, Pacific OAMs** that include The Palladium, The Point, Gold crest Executive Tower & Gold crest Views 2 in JLT.
- Supervised in-house team comprising of supervisor, foremen and 12 technicians. Overseen outsourced staff of 20 janitors, security guards and landscapers

- Prepared site based BCP and Contingency plan, incident, accident reports.
- Maintained SLAs resulting in high monthly KPI evaluated by client
- Consistently scored top among the contractors in the benchmarking.
- Internally trained for OSHAS 18001 to conduct audit for other in-house sites
- Implemented and followed ISO 9001 and 14001 on all sites under me.

COURSE CERTIFICATIONS

- **Facilities Management Professional (FMP) from IFMA**
- **Certified Facilities Manager**
- **In-house safety audit**

INTERNSHIP

- **Al Wahah Metallic Construction Polishing Company L.L.C (6 months)**
- **Bhatia Traders - ICON Management Solutions, Shj. (2 months)**

ACADEMIC QUALIFICATIONS

MSc in Strategic Project Management-Heriot-Watt University – Dubai **2016**

B.E.(Hons) in Mechanical Engineering - BITS, Pilani – Dubai **2010**

SKILLS PROFILE

- **Naturally Innovative and creative in efficiency and economical.**
 - **Possesses leadership traits and capable to lead the team responsibly.**
 - **Skilled in excellent planning and smooth execution of projects**
- Honed to work under intense pressure and all kinds of environment.**

PERSONAL DETAILS

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|------------------------|---|------------------|
| Date of Birth | : | 01 – 12 – 1987 |
| Marital Status | : | Married |
| Contact No. | : | 052- 7633150 |
| Driving License | : | Valid until 2021 |