



ANSHAD K.H

CMMS/CAFM COORDINATOR

PROFILE

Having 7 Years of experience as a CMMS/Maintenance Coordinator with Facility Management company under takes the services of Operation and building maintenance for Central Utility Plants, Office buildings, Substations & Waste Water Treatment Plant.

I am with strong interpersonal, communication skills, customer support, reliable team player, hardworking and diligent.

My goal is to achieve excellence in my profession in a challenging organization through which my capabilities could make meaningful contribution to the company.

COMPUTER SKILLS

Oracle EAM



MAXIMO (IBM)



SAP Business 1

MS Office



Outlook

SKILLS

Team work and flexibility

Problem Solving

Creativity

Leadership

Organization and time management

Adaptability to change

PERSONAL INFORMATION

Nationality ; Indian

Date of birth ; 25/04/1990

Marital status ; Married

Passport ; V1930136

Visa Status ; Visit Visa

WORK EXPERIENCE

QD-SBG (OPERATION & MAINTENANCE)

O&M (HIA PROJECT)

CMMS/CAFM COORDINATOR

Apr 2013 - Nov 2019

Responsibilities:

- Dealing with major clients, HIA (Hamad International Airport Doha, Qatar) for the updating of preventive maintenance work progress, execution of work schedules asset data preparations and modification.
- Co-ordinate with clients for the stock taking and Ensure the availability of minimum and maximum consumables, spare parts and materials.
- Update & maintain client asset register & its maintenance history.
- Co-ordinate with planning team about scheduling and asset data modification.
- Validating, verifying & ensuring the completion of planned maintenance tasks & additional client requirements on time.
- To create accurate input for assets into the CAFM/CMMS for data records and reports (manual & Computerized) in accordance with Company procedures.
- Establish the preventive maintenance plan in line with the contractual requirement.
- To provide Planned Preventive Maintenance (PPM) work orders, in accordance with pre-program of work.
- Resource allocation / execution of the Preventive / Reactive Maintenance Plans.
- Allocating the day to day work assignments to the subordinates.
- Ensuring the completion of subcontract activities within the scheduled time.
- Coordinating with internal departments for site related material / vendor resources.

ADDITIONAL INFORMATION

- Computer knowledge having good knowledge on MS Office & Internet Browsing.
- Maximo (IBM) work order training completed.
- Oracle asset management training completed.
- SAP business one end user training completed.
- Integrated management system internal auditor training completed ISO 9001:2015 & ISO41001:2018. (Quality management system and Facility management system)
- Employee of the month 2014 awarded for excellence in asset data preparation.

CONTACT INFORMATION



Al khaleej building, Al karama, Dubai, UAE.





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LANGUAGE

English 

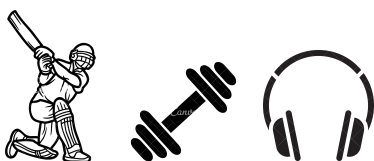
Hindi 

Tamil 

Malayalam 

Arabic 

HOBBY



CRICKET WORKOUT MUSIC

- Reporting the day to day operation issues to Site Engineer / Manager.
- Supervise team members in accordance with company policies and procedures. Schedule and conduct team meetings.
- Generate daily, weekly & monthly reports on facilities operations.
- Asset list verification, asset list Preparation and Modification.
- Update the planned maintenance activities status in the ERP system daily basis.
- Ensure the availability of parts, spares & consumables required to complete the work.
- Manage MAXIMO & SAP B1, workspace like General Inventory, follows up of PR and PO - Revised, Approved, and Material Delivery.
- Attend Weekly Meeting with store and procurement.

EDUCATION HISTORY

Technical

I.T.I (NCVT) Civil Draughtsman Aug 2009 -Jul 2011
Industrial Training Institute Government of Kerala, India.

Computer Hardware Oct 2007 -Apr 2008
&Networking
American Engineering & Technology
Thiruvananthapuram, Kerala, India.

Academic

Plus two Jul 2005 - Aug 2007
board of higher secondary education, Government of Kerala.