

SHABBIR AKHTAR

CAFM ADMINISTRATOR



PRESENT ADDRESS

AL ATTAR BUILDING, DUBAI
Email: akhtar.shabbir@hotmail.com
Mobile: +971-543915518

Career Objective

Provided leadership and management for Building maintenance, housekeeping, security teams and Safety Committee, Project management, warehouse management and customer relations functions. Monitor, plan and schedule both the PPM and reactive workloads for both in-house staff and Contractors. Responsible for the administration and operation of the Computer Aided Facilities Management (CAFM) system from an Operational Maintenance Perspective.

Career Summary

Over 4 + Years of experience as CAFM Administrator . Eager to apply demonstrated expertise in preparing work packages for planned maintenance activities. Responsibilities included preventative maintenance, mailroom operations, and conference room meetings. Maximizing resources, preparing job plans scheduling, and initiating and implementing best practices.

Experience and Achievements

Total Work Experience : From 9th April 18 To Till
Nature of the Organizations : Farnek Services LLC
Positions : CAFM Administrator
Project Name : The Dubai Mall
Department : Hard FM

Duties & Responsibilities:

- Handling IBM Maximo Software (Computerized Management Maintenance System).
- To continuously monitor the call list on **CAFM** for incoming work requests and ensure that, The Service Level Agreement (SLA) priority assigned by the Helpdesk is justifiable, given the work content details, and change if required.
- To continuously monitor the work order list on the **Computer Aided Facilities Management (CAFM) system** ensuring that, Work Orders are batched into skill and location groups to ensure the most effective and efficient service delivery that helps achieve the **KPI** priorities and **SLA** time lines set against each job is attained.
- Manage the **CMMS** system, including receiving work request, assigning work orders, entering system data, and providing the overall system administration
- Review all work orders for accuracy and clarity
- Receive all reactive work requests
- Emergency Corrective Maintenance (CM) work orders are not handled by Planner Scheduler
- Schedules PPM jobs automatically based on schedules.
- Tracking PM inspections, job Plans, Assets, System and installation.
- Setup Job Plan, locations, Failure Class, Failure Code, Causes and remedies.
- Attending all kind of Meetings related to MEP and CIVIL work.
- Performing Job Plan sequencing and PM hierarchy for Non-Core System Assets.
- Preparing Daily, Weekly, Monthly, yearly dashboards Graphical report.
- Receive Service Requests, Work orders through Maximo and Liaise with MEP, CIVIL Engineers,
- Receive queries and mails from the Clients and give them feedback.

- Liaise with Team and DLP Contractor for WO follow up and maintain the record.
- Creation of Open WO file and get updates on a daily basis.
- Operating Knowledge of BMS (Honeywell)
- Identify problems in operations process and resolve them in quickly and timely manner.
- Handling IBM Maximo Software (Computerized Management Maintenance System)
- Checking and determining wrong transactions made in Work Order and Preventive Maintenance module in MAXIMO like wrong date, time, material and labor inserted.
- Maintaining history of the trending faults.
- Preventive maintenance (PM) Planning for the PM and prepare Maintenance instructions
- Assist the Facilities Manager in all aspects of project implementation as needed.
- Support the Facilities Manager with external contacts as needed.
- Coordinate all Facilities activities, work direction, and support systems.
- Supervise and train facility employees and contractors as needed.
- Independently maintain and update administrative policies and processes
- Provide administrative support to the Facilities team

Experience and Achievements

Total Work Experience : From 19th Jan 17 to 30th March 18
Nature of the Organization : Engie Cofely facility management
Positions : CAFM Administrator
Project Name : DUBAI TRAM

Duties & Responsibilities:

- Assist Project Manager in day-to-day coordination and management of business operational activities.
- Identify problems in operations process and resolve them in quickly and timely manner.
- Handling IBM Maximo Software (Computerized Management Maintenance System).
- Checking and determining wrong transactions made in Work Order and Preventive Maintenance module in MAXIMO like wrong date, time, material and labor inserted.
- Maintaining history of the trending faults.
- Preventive maintenance (PM) Planning for the PM and prepare Maintenance instructions
- Schedules PPM jobs automatically based on schedules.
- Tracking PM inspections, job Plans, Assets, System and installation.
- Setup Job Plan, locations, Failure Class, Failure Code, Causes and remedies.
- Attending all kind of Meetings related to MEP and CIVIL work.
- Day to day operation task such as resolve incident ticket and change request.
- Performing Job Plan sequencing and PM hierarchy for Non-Core System Assets.
- Preparing Daily, Weekly, Monthly, yearly dashboards Graphical report.
- Receive Service Requests, Work orders through Maximo and Liaise with MEP CIVIL Engineers,
- Receive queries and mails from the Clients and give them feedback.
- Liaise with Team and DLP Contractor for WO follow up and maintain the record.
- Creation of Open WO file and get updates on a daily basis.
- Preparing Duty Rooster for the team.

Experience and Achievements

Total Work Experience : 3 Year
Nature of the Organizations : Innovative Aviation Pvt.Ltd
Position : Engineer (Learjet-24)

Duties & Responsibilities:

- Examine, repair and maintain several aircraft components and engines
- Undertake scheduled inspections and maintenance works
- Examine electrical systems and perform any repairs or replacements
- Inspect the aircraft for any cracks or leaks and fix them
- Repair and fabricate any airframe sheet metal parts
- Examine the turbine blades and fix the problems if any
- Make use of ignition analyzer, ohmmeter, distributor timer etc. to inspect any engine malfunctions
- Check the working of landing gear, control cables, rivet gun, tail and propeller assembly, and other important controls in the aircraft
- Lubricating all mechanical gears for efficient functioning
- Maintaining a log book to keep track of inventory, repairs, replacements and maintenance details

Experience and Achievements

Total Work Experience	: 1 Year
Nature of the Organizations	: Schneider Air services India Private Limited
Position	: Aircraft Technician (Hawker Aircraft)

- Inspect and examine aircraft components, including de-icing systems, hydraulic systems and landing gear, for leaks, cracks, breaks or other issues
- Read and utilize blueprints, maintenance manuals, ATA codes, illustrated parts catalogues, service bulletins and other maintenance documents to troubleshoot and complete work assignments
- Perform routine maintenance operations, such as the replacement of power plant and aircraft components
- Perform hourly, daily and monthly inspections to check for cracks, oil leaks, burned areas, foreign object damage, warping, distortions, missing segments and wear
- Complete all tasks in the allotted time frame and to the quality standards of our company, our customers and the FAA
- Promote safety within the workplace by monitoring others and yourself to guarantee all tasks are performed within the safety manual guidelines, and communicate with other mechanics and supervisors to coordinate repairs and keep apprised of safety concerns
- Order supplies, equipment, materials and parts for repairs and general maintenance
- Keep detailed records of the inspections performed, repairs finished, maintenance procedures and ordered parts

Educational Qualification

Bachelor in Aircraft Maintenance Engineering 2011

Aircraft Maintenance engineering in **MECHANICAL STREAM** from **JRN INSTITUTE OF AVIATION & TECHNOLOGY, NEW DELHI.**

- 10th Passed with 61.00%
- 12th Passed with 60.00%

Training

- 06 month Training at Indamer Aviation Private Limited.
- 06 month on job training at Air India Bengaluru

Key Skill and Competencies

Professional

- Must have strong interpersonal skills and ability to work in a team environment.
- Responsibility for follow up on actions based on various team projects
- High organization skills in managing multiple projects simultaneously
- Ability to perform and manage technically complex projects using independent judgment and Personal initiative.
- Build strong internal and external relationships using effective verbal and written communication Skills.

Personal

- Having an analytical mind.
- Willing to work overtime as required
- Ability to problem solve in a logical way.
- Excellent punctuality and attendance record

Personal Details

Father's Name	:	Lt. Abdul Quddus
Date of Birth	:	31 Aug 1989
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Single
Languages Known	:	English, Hindi, and Urdu
Permanent Address	:	Mehdi Hassan Chowk Brahampura, Muzaffarpur.
Mobile No	:	+971-543915518
Passport No	:	J8915838
Interests	:	Playing Cricket and Listening Music
Current Location	:	Dubai
Driving License	:	Applied

DECLARATION

I hereby declare that above particulars are true and complete to the best of my knowledge and belief.

DATE:

PLACE: DUBAI

Shabbir Akhtar