

HUSSAM ABOU ALCHAMAT



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EDUCATION

Bachelor Degree of ELECTRICAL ENGINEERING

EMPLOYMENT

**Mar 2019 – Till Date: working in U. A. E as OA MANAGER with
TMC SUPERVISION & MANAGEMENT SERVICES LLC**

- JOYA VERDE RESIDENCES

Duties and Responsibilities:

- Maintaining the operation in a positive, effective forward path.
- Providing a high level of customer service and other correspondence.
- Documenting and maintaining records and reviewing policy and making recommendations for policy generation and implementation procedures.
- Budgeting and Overseeing OPEX and CAPEX
- Managing contracted services and ensuring contracts for services are appropriate, competitive and perform according to specifications.
- Communicating any deficiencies of services to the Service Provider, issues to be resolved and effects of non-resolution.
- Implementing effective Preventative Maintenance Schedule.
- Tracking compliance of contractual obligations.
- Developing or updating contract specifications to assist in bidding out contracted services.
- Managing Board communications
- Service Charges Collection
- Managing payable accounts to ensure invoices are paid correctly and only when services are verified.

May 2018 – Feb 2019: working in U. A. E as FM SPECIALIST with
KHIDMAH FACILITIES MANAGEMENT LLC

- **ALDAR Properties – Retails Community & Assets Management**
 - **Al-Ghadeer Boutik**
 - **Al Rayyana Plaza**
 - **Gardens Plaza**
 - **Shams Boutik**
 - **Gate & Arc Boutik**
 - **Al-Raha Beach Retails**
 - **Al-Bateen Park**
 - **Al-Falah Retails**
 - **Marsa Al-Bateen**

Duties and Responsibilities:

- Identify issues of concern in Retails operations, develop proposals for redress and implement as appropriate.
- Troubleshoot appliances, Electrical, Plumbing, HVAC and other Retail Assets.
- Develop and execute repair plans, or supervise vendors if required.
- Coordinate with maintenance contractors and vendors to supervise and monitor MEP & HVAC Appliance and other services.
- Supervise and Monitor of Preventive Planed Maintenance Tasks & Common Area Housekeeping.
- Inspect and maintain Retails premises on a daily basis
- Coordinate with Government & Zoning Authorities as required
- Other duties as requested or assigned by management and to cover for facility team members.

Jan 2017 – Mar 2018: working in U. A. E as FACILITIES MANAGER with
ServeU FACILITIES MANAGEMENT SERVICES

- **MOTOR CITY - UP TOWN Buildings**

Duties and Responsibilities:

- Buildings and Grounds Maintenance
- Cleaning, Security and Space Management
- Health and Safety
- Procurement and Contract Management
- Utilities and Communications Infrastructure.

**Aug 2013 – May 2016: working in U. A. E as FACILITIES MANAGER with
NOVUS COMMUNITY MANAGEMENT SERVICES**

- **ONE By Omniyat Investments and Management “Operational & Fit-out coordinator”**
- **BAYSWATER By Omniyat Investments and Management “Operational & Fit-out coordinator”**
- **SILVER TOWER By Tammer Holding Investments “Operational & Fit-out coordinator”**
- **CLOVER BAY By First Gulf Properties “Operational & Fit-out coordinator”**
- **WINDSOR MANOR By Al-Shafar General Contracting (ASGC) “Operational”**
- **ELITE RESIDENCE By Tammer Holding Investments “Operational & Fit-out coordinator”**
- **GREENLAKES S1 By Asam Investment & Real Estate “Operational”**
- **AL-JAWZAA By Tammer Holding Investments “Operational & Fit-out coordinator”**
- **SAHARA MEADOWS By Al-Keraaz Meadows Limited “Operational”**

Duties and Responsibilities:

- Working experience in High-Rise Buildings.
- Responsible for the day-to-day operations of several community associations.
- Ability to work with Homeowner, Board Members and other team members within the organization.
- Attending 3 to 4 Board meetings per month.
- Mentoring, training and maintaining the Company’s relationship with each community that they are responsible for managing.
- Responsible for communication between the OA Board and individual homeowners.
- Ability to negotiate and deal with outside contractors and vendors for the needs of the community.
- Responsible for deed restrictions, Manage and oversee the maintenance of common area property, etc.
- Develop and submit complete and accurate annual budget(s), meeting all deadlines and demonstrating thorough analysis and consideration for the goals of the asset as well as market conditions.
- Able to supervise, direct, motivate and provide leadership for staff.
- Analyze advantages and disadvantages of alternative solutions of problems and makes recommendations to the OA Board.
- Develop and maintains an effective ongoing resident relation plan, implement initiatives, and maintain an operating environment to achieve a satisfactory level of resident services.
- Respond to phone calls and correspondence in a timely, professional manner.
- Prepare professional presentation of reports, budgets, bids, etc.
- Update Association Communication, association info boards, prepare association newsletter and/or other communication with owners and residents.
- Review financial statements.

**Mar 2012 – July 2013: worked in U. A. E as FACILITIES ENGINEER with
AL-FAJER SECURITY & MAINTENANCE SERVICES**

- JLT: JBC1 – JBC2 – JBC3 – JBC5**
- JAFZA: Mars GCC FZE**

Duties and Responsibilities:

- Interprets Construction Drawings and Studies the Contract Documents and Applicable.
- Standard or Specification prior to execution of any works.
- Approve all Material submitted by the Contractor and Material on site checking.
- Review Specification, Scope of Work, List of Materials and Drawing.
- Review all shop Drawing and all Applicable monitoring reports on regular basis or as required.
- Approve of Materials, Preparation of Project Documents including Specification, Bill of Quantities.
- Responsible for implementations and monitoring of all HVAC & Electrical related work at site.
- Coordinates with Client representatives for any site instruction and inspection of Work.
- Support the Project Manager in accomplishing all Goals and Targets.
- Follow up Supervision of Contractors to make sure carry out Preventive, Regular & Corrective Maintenance with the Regulation and Specification.
- Quality Control on site.
- Taking the necessary action to improve the Progress and Quality Work.
- Meeting with Project Client and Authorities Approval.
- Overseeing the Construction and installation for all HVAC & Electrical work.
- Supervising of work for Public Address System, Fire Alarm system and Fire Fighting System.
- Follow up and inspection of HVAC & Electrical work execution at site.
- Review and take action for the submittals of all HVAC & Electrical Materials used at site.
- Attend the committee for preliminary Handover of the project.

**Nov 2004 – Nov 2011: worked in SYRIA as ELECTRICAL ENGINEER with
DAR ALHANDASA CONTRACTING & CONSULTING ENGINEERS**

Duties and Responsibilities:

- Project management and supervision Experience.
- Technical and analytical Problem Solving.
- Consultant, Maintenance Experience.
- Communication & Coordination with Project Team

❖ PROFESSIONAL SKILLS

- MEP, HVAC and Maintenance Services.
- HSE
- Electrical Drawings, Planning of Projects
- Constructing and Designing the Electrical Panel (Automation & Distribution Power)
- Electrical Motors Driving
- Installation Generators
- Small and Middle Water Pumping Projects

❖ SOFTWARE

- FSI CAFM
- Focus CAFM
- Strataware
- Condo Manager
- Microsoft Office
- AutoCAD

❖ MANAGEMENT & LEADERSHIP

- Facility Management
- Property Management
- Operation Management
- Contract Management and Negotiation
- Jointly Owned Property Regulations
- Budgeting, Team Leadership
- Customer Services
- Building Services
- Project Planning & Management