



Minhaz Nabi

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Curriculum Vitae

ABOUT ME:

A Facilities Management professional with hand on **Eight years of** experience in Integrated Facilities Management of mix portfolio of Residential, Commercial, Retail & Education sectors with prestigious developers in UAE, having skills in operation & maintenance management & Mobilization, contract & Finance management and team management.

OBJECTIVE:

To become a committed professional by having a qualitative and result oriented approach toward the set objective of an organization. To be an important part of a reputed organization and help it grows by using my skills and knowledge.

WORKING EXPERIENCE:

Currently working as a **Facilities Management Coordinator** in **MAB Facilities Management L.L.C** since 1st October 2020 till date.

Worked 7 Years 2 months as an **Senior Administrator** in **MAB FACILITIES**

MANAGEMENT LLC, DUBAI UAE from 08th Jul'2013 to 30th Sep'2020

- Overseeing the entire FM management at site
- Delivery of company principles and practices of facilities operations, maintenance and management
 - Managing daily operations and maintenance work, MEP troubleshooting , fit-out works (financial, documents review and work supervision)
 - Managing the financial statement of the site through monitoring of agreed budgets to pre-defined cash limits
 - Manage the delivery of both hard and soft services
 - Co-ordinates preventative maintenance schedules and activities for all disciplines.
 - Liaise with help desk for routine complaints and PPM in Maximo, ICMS.
 - Manage service providers and monitor performance against contracted SLAs and KPIs
 - Follow up with service providers/sub – contractors for routine and planned activities
 - Residence Visa
 - Responsible for the maintenance of records as per ISO Standards.
 - To liaise with operations and management on site regarding staff HR issues.
 - Point of contact for any HR/Admin & Operations issues.
 - Ensuring the HR Policies and Procedures and Company Code of Ethics are followed at all times.
 - To report directly to HR management any non-conformity.
 - To liaise with Head Office on all HR aspects.
 - To coordinate with camp on transportation issues.
 - To coordinate with procurement on uniform orders.
 - To ensure staff are well groomed as per company standards.
 - To coordinate with payroll team and timekeeper on staff attendance.
 - To liaise with Head Office on staff ticketing in an efficient and timely manner.
 - Process all documentation requirements for resigned and/or terminated

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staff.

- To monitor and facilitate staff transfers with appropriate documentation.
- Ensure sending the monthly reports to Head Office as per deadlines.
- Participate in Emergency and First Aid Activities
- Report near misses and incidents
- Participate in HSE & Cross Functional meetings as required.
- Managing office systems, which may include IT and office equipment.
- Conducts periodic inspections of work in progress and advises supervisors and contractors on interpretation of plans and specifications.
- Discusses plans, specifications, and work schedules with contractors and resolves problems associated with projects.
- Maintains records of progress, quantities, changes, delays, and other pertinent factors affecting projects.
- managing refurbishment, renovations and office moves
- managing general upkeep and maintenance
- negotiating the best deals with contractors and suppliers
- managing security
- Participate in Emergency First Aid
- Report near misses and incidents
- Participate in HSE meetings as required
- Other duties as assigned

EDUCATION:

- Bachelor of Commerce Graduate From (VMS University) in 2016.
- Completed Intermediate from Kalka Public School (CBSE Board) in 2012.
- Completed High School from Kalka Public School (CBSE Board) in 2010.

External Trainings Certified:

- BICS (British Institute of Cleaning Science) training-May 2019.
- Basic first Aid/CPR training-2017.

CORE SKILLS:

- Strong Knowledge of MS Office and Internet.
- Interesting Personality.
- Good Communication.
- Honest and Hard Worker with positive attitude.
- Articulate, fast learner, flexible and outgoing personality

WORKING PROJECT

- Burj views Tower (3 No's Vertical Residence & One Horizontal Community)
- Swimming Pool Contract (Downtown, Greens & Marina Pools)
- Dubai Marina Walk, Dubai
- One JLT Commercial Tower
- Foremarke School, Dubai
- Dubai Marina Plaza Dubai Marina
- Emaar Water front Offices Tower
- Dubai Offshore Sailing Club
- Repton School, Abu Dhabi (Phase 1 & 2)
- Al Reef Community, Abu Dhabi
- RTA (118 Facilities Management Sites)
- Dubai Marina Mall/ Piers 7

Clients Working With

- Emaar Community Management

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- Emaar Malls Group
- Mace Macro / DMCC
- Evolve Knowledge Investments Limited (EKI) / Mace Macro
- Dubai Offshore Sailing Club
- Manazel Specialists Real Estate LLC
- RTA

PERSONAL INFORMATION:

- **Father's Name:** Mr. Fahim Nabi
- **Languages:** English, Hindi, Urdu
- **Nationality:** Indian
- **Marital Status:** Single
- **Gender:** Male
- **Birth Date:** 28 July 1992
- **Driving License:** Yes Valid UAE Driving License with Car.
- **Passport Number:** K7992950 valid till 15/08/2022
- **Passport Issue Place:** India
- **Visa Status:** Employment

DECLARATION:

I hereby certify that the information mentioned above is true to the best of my knowledge and belief.

DATE:

MINHAZ NABI