

# RIHAB ASIM

## FACILITIES ADMINISTRATOR

+971-50 321 3226

rihabasim4@gmail.com

Dubai, United Arab Emirates

Holds valid UAE D/L

### PROFESSIONAL PROFILE

I have 6 years of experience in the real estate industry, starting as an Inspection Executive before being promoted to Facilities Administrator. My journey reflects a strong background in property inspections, administrative support, vendor coordination, and facilities management. I've consistently demonstrated the ability to manage daily operations, address tenant inquiries, and oversee maintenance activities, contributing to effective and efficient property management.

### EXPERIENCE

June 21 – August 24      **SBK Real Estate, Dubai, UAE**  
Facilities Administrator

- **Coordinate Facility Operations:** Manage work order requests, schedule maintenance activities, and ensure timely resolution of tenant issues, contributing to smooth daily operations.
- **Vendor and Contract Management:** Oversee relationships with service providers, track contract compliance, and manage procurement processes, ensuring cost-effective and high-quality services.
- **Administrative Support:** Maintain accurate records, manage facilities-related documentation, and handle communication between internal teams and external stakeholders.
- **Health and Safety Compliance:** Assist in implementing safety protocols, conduct routine inspections, and maintain compliance records in line with regulatory requirements.
- **Budget and Expense Tracking:** Monitor facility-related expenses, process invoices, and assist in budget planning to optimize operational efficiency and cost control.
- **Reporting and Data Analysis:** Generate regular reports on facility performance, maintenance schedules, and vendor activity to support informed decision-making by management.

May 19 – June 21      **SBK Real Estate, Dubai, UAE**  
Facilities Inspector

- **Conduct Routine Inspections:** Perform regular site inspections to assess the condition of building systems (HVAC, electrical, plumbing) and ensure compliance with safety and quality standards.
- **Compliance and Safety Checks:** Verify that facilities adhere to health, safety, and environmental regulations by conducting thorough audits and reporting any non-compliance issues.
- **Issue Identification and Reporting:** Document and report defects, maintenance needs, and areas of concern, using inspection reports to communicate findings to the maintenance and management teams.
- **Preventive Maintenance Coordination:** Work closely with the maintenance team to schedule preventive maintenance activities based on inspection findings, reducing the likelihood of system failures.
- **Vendor and Contractor Oversight:** Monitor the work of external contractors during repairs or renovations, ensuring that all work meets specified standards and timelines.
- **Record Keeping and Documentation:** Maintain detailed logs of inspection results, repairs, and follow-up actions, ensuring records are up-to-date and accessible for audits.

### EDUCATION

**Jaipur University**

Bachelors in Business Management - 2022

## PROFESSIONAL QUALIFICATIONS

**Skyline University College**

IATA Foundation in Travel and Tourism

## TECHNICAL SKILLS

- AUTOCAD
- Yardi
- Basecamp
- MS Office

