

# Curriculum Vitae

## Dhairysheel Patil



[pdhairysheel@gmail.com](mailto:pdhairysheel@gmail.com)



+971555351401



<http://linkedin.com/in/dhairysheel-patil-6a879455>

### SUMMARY

8 Years of experience in Facilities management includes below

- FM Operations.
- Subcontractor Management.
- Asset and Property Management.
- Resource Management.
- Defect Liability Period (DLP).

### EDUCATION

- Bachelor of Technology (B. Tech Mechanical) (2015) Karnataka State Open University.
- Diploma in Automobile Engineering (2009) from Bangalore University.

### ATTRIBUTES

- Analytical and problem-solving skills.
- Proficient knowledge of planning, control and maintenance.
- Working experience on CAFM system.
- Task oriented and precise, with high performance standards.
- Always willing to “Go the extra mile” to assure superior customer relations.
- Good people management skills.
- Team Leader.

### EXPERIENCE

**Organization: Petronash FZE**

**Designation: Senior Executive (Facilities & Admin)**  
**(July 2019 – Oct 2020)**

- Ensure all facilities owned by the company are always in line with JAFZA/Trakhees requirements and all related licenses/permits to the company are issued/renewed prior to start of work or in time.
- Inspect all the buildings/structure on regular intervals to determine the need for repair or renovations as required.
- Inter-Departmental consultation for future requirements of business expansion and preparing CAPEX budget.
- Ensure all drawings, approvals, work completion certificates and other documents related to facilities located in JAFZA are obtained from Trakhees.
- Review all utility consumption details on monthly basis and strive to minimize the cost.
- Respond appropriately to all emergencies/urgent issues related to facilities.
- Render all necessary support to reporting Manager in terms of space management (internal/external), structural modification, landscape requirement and overall maintenance of facility.
- Arrange AMC in line with JAFZA/Trakhees for all equipment's maintained within the facility, keep track of AMC and organize periodical maintenance of office automation and facility equipment.
- Carry out vendor evaluation for all contractors/vendors/suppliers and maintain records.
- Manage all contractors on site, ensuring that, health and safety requirements are met, monitor their performance and inspect complete work.
- Ensure the property insurance for the company property is renewed in time and update the terms as required.
- Provide support and assist in overall facility management including maintenance of the equipment, premises, labor accommodation, housekeeping and work in close coordination with QHSE Department.
- Control and co-ordination of following essential services jobs:
  - Maintenance of buildings, workshops and yards.
  - Overall housekeeping.
  - Maintenance of all utilities and infrastructures.
  - Waste Disposal and Recycling.
- Maintaining and Managing the assets in system for its performance.
- Undertake additional responsibilities as assigned by the Line Manager.

**Organization: MAB Facilities Management, L.L.C., Dubai**

**Designation: FM Coordinator** **(Feb 2018 - June 2019)**

#### Projects:

- **Obero Center, Aujan Holdings, Emaar Data Center** – worked as Acting Assistant Facilities Manager.
- **Dubai Properties** : FM coordinator for Shorooq Community.

# Curriculum Vitae

## Dhairysheel Patil



[pdhairysheel@gmail.com](mailto:pdhairysheel@gmail.com)



+971555351401



<http://linkedin.com/in/dhairysheel-patil-6a879455>

---

### PROFESSIONAL TRAINING

- 6S Program: Japanese system integration and management program to achieve set goals using 6S.
- POKAYOKE: also known as mistake proofing, where POKA means inadvertent errors and YOKE means avoid. This was aimed accomplishing tasks in the right first-time delivery.
- Time Management: Understanding effective time management and further implementation of time management skills for various tasks under direct control.

#### Roles and Responsibilities:

- Managing all technical and non-technical outsourced service contracts and Company personnel– this includes all Engineering /Housekeeping functions/ Security/Administration.
  - Subcontractor Management, Annual Maintenance Contract review and allocation.
  - Client and tenant mediation for attendance / chairing of meetings.
  - Ensure KPI SLA as agreed in contract.
  - Managing reactive, preventive and corrective maintenance activities.
- 

**Organization: Farnek (Total Facilities Management), Dubai.**

**Designation: FM Executive**

**(May 2017 - Jan 2018)**

#### Projects:

- **City Walk – Mobilization and FM operations**

#### Roles and Responsibilities:

- Property handover from projects team to the facilities team.
  - Managing of the condition surveys of handover assets.
  - Management of Defect Liability Period (DLP).
  - Review of project O&M manual and comment for client's review.
  - Day-to-day FM operations management.
  - Client mediation and weekly meetings during DLP and FM activities.
  - Develop inter-relations with client and specialist OEM subcontractor.
- 

**Organization: Emrill (Integrated Facilities Management), Dubai.**

**Designation: Facilities Engineer**

**(Sept 2013 to Jan 2017)**

#### Roles and Responsibilities:

Responsible for total facility management leading a team of technically skilled and unskilled workforce in getting the job done of services including housekeeping, MEP and building services, Concierge, Security and administration.

- Managing all technical and non-technical outsourced service contracts and Company personnel, including inspections and quality management of service delivery – this includes all Engineering /Housekeeping functions/ Security/Administration.
- Managing ongoing contract delivery in accordance with contractual and statutory requirements.
- Adherence to all Health and Safety Company and statutory regulations/policies.
- Adherence to company policies and standard operating procedures.
- Formalizing and maintaining contract specific documentation such as Contract Management Plans, PPM schedule and health and safety documents, using company CAFM systems to monitor and report performance of the asset.
- Implementing contract specific continuous improvement strategies, focusing on improved efficiency, reducing energy consumption and value-added services. Achieve the KPI and Service Level Agreement given by the client.

# Curriculum Vitae

## Dhairysheel Patil



[pdhairysheel@gmail.com](mailto:pdhairysheel@gmail.com)



[+971555351401](tel:+971555351401)



<http://linkedin.com/in/dhairysheel-patil-6a879455>

---

- Participate in Emergency Evacuation procedures, crisis management and business continuity.
  - Improving customer satisfaction to sustain and improve business and the delivery of services in line with the customer's expectation and maintaining a high profile and positive organizational image.
  - Study equipment performance for determining the facilities and molding operation by conducts daily checklist, routine in all facilities equipment for Mechanical, Electrical, Water storage tanks and Fire alarm system.
  - Maintain PPM schedule for MEP equipment's such as Generators, Swimming pool and Reflective pools Pumps, PPM for pump sets such as: Booster, Transfer, Filter Sewage, Irrigation, and Submersible and Circulation pumps, PPM for Heat & Cool pump system. Trouble shoot, repairing of MEP equipment's within time frame.
  - Attending job requests and emergency repair calls from tenants.
  - Manage P.T.W and HSQE the sub-contractors and service providers.
  - Maintained the (ISO9001) standard filling system for all documents.
  - Maintained materials provide and stock's daily and monthly inventory.
  - Maintained daily attendance and monthly duty schedules for teams.
  - Ensure the implementation and management of Risk & Safety work practices to reduce the interruption to Client's or Tenant's.
- 

**Organization: Kirloskar Pneumatics Pvt. Ltd, Pune, India.**

**Designation: Engineer**

**(Oct 2011 to June 2013)**

**Organization: Dana India Pvt. Ltd, Hinjewadi, Pune, India.**

**Designation: Engineer Operations**

**(Mar 2010 to Sep 2011)**

### **Roles and responsibilities:**

- To achieve set targets within the quality standards.
- Improvement in Quality through continuous monitoring of Processes.
- Preventive maintenance of the equipment as per schedule.
- Equipment life monitoring of assets/equipment in terms of energy consumption.
- Periodic Maintenance of equipment.
- Update and review parameters for effective performance of equipment.
- Knowledge of various inspection instruments and procedures.
- Prepare monthly reports on the equipment performance.
- Assist line manager in preparing PPM schedule for assets.
- Draft asset identification for records and internal audits.
- Develop and build lasting relations for handling customers/client.
- Prepare effective time management schedule for accomplishment for various processes.