

Muhammad Irfan Rashid

♦ Address: Dubai Free Zone, Dubai ♦ Tel: 00 971 56 2514822 ♦ Email: malkooirfi@gmail.com

PERSONAL PROFILE

A highly influential, organized and results-focused with excellent strategic planning skills, outstanding project management expertise and a proven track record of driving positive change to improve the performance of individuals, teams and businesses through training and organizational development.

An accomplished bilingual communicator with first-class presentation skills and the ability to forge relationships at all levels as well as lead, develop and motivate team to consistently meet challenging performance objectives.

CAREER & ACHIEVEMENTS TO DATE

Senior Supervisor - Integrated Facilities Management

2016- Date

The Trans guard Group LLC, Dubai: major supplier of facilities, ATM management and manpower

RESPONSIBILITIES:

- Create a work environment conducive to employee morale, motivation, growth and teamwork to accomplish performance objectives.
- Hires, trains, and supervises contractors, facilities, and office assistant personnel
- Conduct audits of processes (5S, Continuous Improvement, Rapid Problem Solving, work planning, etc.) to ensure adherence and improve effectiveness.
- Provide effective guidance, coaching, learning and development for employees.
- Drive a visually managed work environment
- Follow and continuously improve Leadership Standardized Work
- Establish, maintain and improve metrics in Safety, Quality, Delivery, Productivity and Cost.
- Deliver Contractual Compliance, meet or exceed Key Performance Indicators (KPI's) or Service Level Agreements (SLA's).
- Managed financial planning, budgeting and administration, and devised marketing strategies to grow the business.
- Provide details of the positives and negatives in contracts to encourage constant improvement Knowledge and applied Skills.
- Established and administered annual budget with effective controls to prevent overages and support sustainability objectives.

Operation Supervisor – Aviation Department

2012-2015

The Trans guard Group LLC, Dubai: major supplier of facilities, ATM management and manpower.

RESPONSIBILITIES:

- Development and management of a self-delivered cleaning solution.

- To ensure that a Continuous Improvement Process is an integral part of service delivery increasingly adding Value to both the business and our client.
- Promote Health and Safety within the cleaning team and raise awareness among all staff of appropriate Health and Safety Regulations.
- Performed root cause analysis in deficient areas to identify and resolve central issues.
- Monitored and maintained high level of on-time delivery reliability service and performance
- Closely monitored operations and performed regular safety audits to ensure staff adhered to administrative policies and compliance regulations.

QUALIFICATIONS, TRAINING & PERSONAL DETAILS

DOB: *15/08/1991*

Fluent; English & Hindi

Nationality: *Pakistani*

Qualifications

Year Completed

Intermediate in Computer Sciences; Quaid-e-Azam College Pak.	2009
MS Office; Gordon College, Islamabad Pakistan	2009
CAT; ACCA UK	2012
ACCA; Chartered Accountant, UK	2012-2020
Human Factors training (Dubai)	2015
Supervisor Safety Training (Dubai)	2015
Six Sigma training (Dubai)	2018
Project Management (Dubai)	2018
Managing Safely (Dubai)	2019

SKILLS & KEY COMPETENCIES

- Proven people management & team building Prowers.
- Charismatic, inspiring and highly influential leader.
- Vast change & performance management expertise.
- Shrewd and incisive decision-maker/problem solver.
- Highly organized, efficient and proactive.
- Excellent screening, testing and assessment acumen.
- Committed to continuous professional development.
- Outstanding communication and presentation skills. Calm confident & assured in pressurized situations.
- A pragmatic approach to getting the required results.