



MUHAMMAD ADIL MASROOR

MASTERS IN MECHANICAL ENGINEERING

Senior Facilities & Operations Manager

CONTACT

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EDUCATION

MASTER : MECHANICAL ENGINEERING

2009

University of Southampton, UK

BACHELOR : MECHATRONICS AND CONTROL ENGINEERING

2006

University of Engineering and
Technology, Lahore, Pakistan

COMPUTER SKILLS

- AutoCAD
- Adobe Photoshop
- MS Project
- Microsoft Office Suite
- SAP
- Oracle
- Maximo

TRAININGS

- OHSAS 18001 Certified Internal Auditor
- Preventive and Predictive Maintenance Master Course, Kexxel Group, Dubai, UAE
- ISO 9001 & ISO 14001 Certified Internal Auditor

ABOUT

I am a Senior Facilities Manager with experience of handling country wide multi-site operations, maintenance, supply chain, procurement and inventory. These experiences have developed me in to an effective team leader who can handle any kind of assignment with excellent results.

CORE COMPETENCIES

- Operations Management
- Maintenance Management
- Facilities Management
- Internal Auditing
- Supply Chain management
- Inventory Management
- Product Marketing
- Quality Control
- Team management

EXPERIENCE

FACILITY DEPARTMENT TECHNICAL REVIEW MANAGER

Tatweer Buildings Company, Riyadh, KSA | Jun 2017 - Present

Tatweer Building Company is responsible from Ministry of Education's side to handle FM of all the 30,000+ public schools across 48 regions in KSA with budget of SAR 2 Billion per year. My responsibilities are:

- Setting up Department standards, SOPs and Policies
- Responsible to look after Mechanical , Electrical and Plumbing works execution and standards
- Oversee, manage and evaluate the performance of Engineering team, reporting to the Facility Management - Vice President
- Conduct aggregation of FM needs of all Company properties (existing and upcoming)
- Scope FM tenders in line with the tendering strategy and pooling maximization objective
- Aggregate and evaluate service providers performance reports and recommend action plans
- Prepare the budget of FM Technical Review Division
- Lead role in tendering RFP for Computer Aided Facilities Management (CAFM) software

FACILITIES AND BUILDING OPERATIONS MANAGER

Ministry of Economy & Planning, Riyadh, KSA | Dec 2016 - Jun 2017

- Preparing RFPs for the Facilities management (FM) services for new Ministry buildings
- Manage the daily operations of all the ministry buildings
- Design review of the new buildings designs from technical perspective
- Prepare Maintenance Policies and Procedure
- Implement energy saving solutions

GROUP FACILITIES AND MAINTENANCE MANAGER

Waad Holding Company, Jeddah, KSA | Feb 2015 - Nov 2016

- Assisted PM Department in an ongoing \$ 100 million project with major design changes from the operational and FM perspective
- Assisted PM Department during Snagging term
- Received the Project from PM Department as FM Manager
- Implemented Soft and Hard services procedures in the commercial and residential buildings
- CAFM (INFOR) System Implementation

COUNTRY ASSISTANT FACILITIES MANAGER

Ma'arif for Education & Training Holding Company, Riyadh, KSA | Nov 2012 - Dec 2014

Responsible to Set-up new Facilities Management Department from scratch including hiring, KPIs, SOPs, Facilities Management Procedures, Policy, Strategy, Space Management and Facilities Management & Operational Plans. Successfully Achieved MOST EFFICIENT department status by the top management & BOD during the tenure. Main works performed were:

- Lead Manager in selecting & Implementing Enterprise Asset Management (EAM) module
- Follow up with 5 Regional Facilities Managers stationed at multiple locations within KSA
- Managed target of 15,000 Work orders completion in first 2 years from 0 Work Order Monitoring SAR 100 million Projects across all branches in KSA
- Responsible to oversee the Cleaning, Security and catering contracts with the help of all the Regional Facilities Managers
- Lead 5 successful Internal Audits across all branches in KSA
- Approved and implemented preventive maintenance plans PMPs for the 1st time for 80 owned Buildings, 200 Large Vehicles, HVACs, Elevators, & other facilities.
- Successfully received CIVIL DEFENSE Licenses by approving and implementing Firefighting & protection Systems, EHS, Emergency Procedures at all the buildings.
- Prepared procedures and guidelines for the company to acquire OHSAS 18001 & ISO 9001 certifications across entire KSA Branches

ASST. FACILITIES MANAGER AND ISO 9001, 14001 AND OHSAS 18001 INTERNAL AUDITOR

Gulf Precast Concrete Co. LLC., Dubai, UAE | Oct 2010 - Sep 2012

- Review & approved yearly preventive maintenance plans for 5 factories, Buildings, Vehicles & facilities across UAE (Abu Dhabi, Dubai & Sites) for smooth Operations
- Successfully Choreographed and shifted 10 construction and production sites including all the machinery and materials
- Lead Engineer in ISO 14001 & OHSAS 18001 implementation and certification.
- Conducted 9 internal Audits of ISO 9001, 14001 & OHSAS 18001
- Kept track of all department ISO documentations
- Responsible for 3rd party certification and maintenance of all fire equipments and systems across all facilities
- Lead Engineer in ERP implementation
- Monthly, quarterly and bi-annual Maintenance reporting (equipment breakdown, equipment uptime, MTBF, MTTR etc.) to the Top Management
- Worked towards implementation of Reliability Centered Maintenance system using
- Computerized Maintenance Management System (CMMS) (IBM MAXIMO)
- Worked on Non Destructive Testing (NDT) regime in order to Implement throughout the five factories using handheld instruments such as Thermal Imager, Infrared sensors etc.

PRODUCTION ENGINEER

Instaplast Pvt. Ltd., Lahore, Pakistan | Sep 2006 - Sep 2008

At Instaplast, PET Preform manufacturing technology Husky injection molding machines (FMCG) were used to supply Preform bottles to Nestle, Pepsi and Coca Cola.

- Make Weekly production plans according to the sales requirement
- Manage different products production as per the sales plan
- Made sure that the factory operations are running smoothly with preventive maintenance plans and right supply chain
- Lead engineer for the installation of CCTV cameras across the factory
- Lead engineer for the installation of all Firefighting equipment and system

PROFESSIONAL AFFILIATIONS

- Institute of Mechanical Engineers
IMechE (UK)
- Pakistan Engineering Council (PEC)
- Pakistan Engineering Congress
- Saudi Council of Engineers
- Chartered Engineers UAE

REFERENCES

- Ian McQuerie
Facilities Director, Aecom, Saudi Arabia
Email: Ian.Macquarrie@aecom.com
- Adel Al Sobaihi
General Manager, The Expertise House
of Engineering Consultations
Email:
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