

Muhammad Usman Aslam

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Dear Sir or Madam:

Please accept this letter and the accompanying resume as an expression of my interest in a position with your organization.

I'm pleased to apply for the position of **Facilities Project Management Professional**. Throughout my career, I have developed my management and technical skills to maximize organizational performance. I consider myself to be a detailed organized and responsible individual highly motivated to use my skills and resources to help my team and employers succeed on every front.

With more than 8 years' experience in Facilities Operations and Maintenance. Contribution to the effectiveness of Maintenance Services and System to improve reliability and Operation of facilities through careful planning, provision of report and analysis.

Proficient in customizing and implementing project management principles throughout the entire project life cycle.

Experienced professional in Process Continuous Improvement for operations and maintenance. Contribution to achieve Operational Excellence by incorporating performance measurement and improvement tools using Lean Six Sigma Techniques.

I am certain I could make significant contributions to your organization, and I would welcome the opportunity to meet with you to discuss how my education and abilities might best be employed by your organization.

Thank you for your consideration. I look forward to your response.

Sincerely,

Muhammad Usman Aslam

Encl: Resume

Muhammad Usman Aslam



OBJECTIVE

Seeking a competitive position in facilities project management, developing, organizing & implementing effective management and engineering strategies that ensure maximum possible output for the organization

PERSONAL INFORMATION

Father's Name: Muhammad Aslam Shahid
Date of Birth: September 29th 1986
Nationality: Pakistani
Iqama #: 2313660389
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ACADEMIC QUALIFICATIONS

➤ M.Sc Industrial Engineering

M.Sc (Engg.) Industrial Engineering **CGPA 4.63/5.0**
King Saud University, Riyadh, Kingdom of Saudi Arabia

➤ B.Sc Industrial Engineering and Management

B.Sc (Engg.) Industrial Engineering and Management **CGPA 3.75/4.0**
Institute of Quality & Technology Management, University of the Punjab, Lahore
Overall 3rd Position in the class.

TRAININGS AND CERTIFICATES

- **PMP® Project Management Professional Training – 35 Contact Hours of PDU's**
- **Project Management Principles and Practices by University of California, Irvine on Coursera**
 - Initiating and Planning Projects
 - Budgeting and Scheduling Projects
 - Managing Project Risks and Changes
- **Procore Certified: Project Manager (Project Management) by Procore Technologies**
- **Procore Certified: Project Manager (Core Tools) by Procore Technologies**
- **Six Sigma Green Belt Certification (USA)**
- **Lead Auditor Certification ISO 9001:2008 IRCA (UK)**
- **Implementation and audit of an Energy management system as per ISO 50001:2018**

PROFESSIONAL EXPERIENCE

Aug, 2018 - Present



King Abdullah University of Science and Technology (KAUST)

Attracting and developing top talent from the Kingdom and around the world, KAUST invests in its people. The University allows its members to fulfill their intellectual potential in a state-of-the-art environment.

Oct, 2019 – Present:

Working as **FM – Project Planning and Control Engineer**. My responsibilities include:

- Establish professional relations with customers to ensure customer satisfaction.
- Ensure baseline project documents are produced, maintained and available to all parties concerned and effectively used.
- Ensure assigned projects are correctly planned and managed during execution.
- Monitor and control financial status of project.
- Report financial, resources, technical issues, customer satisfaction status of assigned projects to management.
- Manage process of scope definition, cost estimation and change control.
- Identify important potential risks related to project.
- Monitoring the execution plans to control schedule variances.
- Ensure projects are properly closed out and lesson learned are recorded.
- Ensure assigned individuals are executing identified and assigned tasks.
- Provide appropriate tracking and reporting per plan to management.
- Perform as primary project contact to establish key stakeholder requirements and project objectives.
- Analyze project data, determine potential risks and challenges and develop appropriate mitigation plans.
- Provide project control support to Manager to successfully plan and execute assigned projects.
- Determine key performance indicators to improve project operational efficiency.
- Oversee change order management and implement change requests in a timely manner.
- Monitor project progress to identify and correct delays or deviations.
- Monitor project status on regular basis and develop status reports to management.
- Maintain positive working relationships with management, project execution team and customers.

Aug, 2018 – Sep, 2019:

Worked as **Facilities Engineer**. My responsibilities include:

- Act as Facilities liaison with the KAUST community by effectivity and accurately communicating with staff, customers and administration on all issues, concerns and resolution.
- Manage the planning and implementation of support services strategies resulting the appropriate level of services.
- Assuring the implementation of all Safety and Maintenance procedures and guidelines and report non-compliance with corrective actions.
- Assuring the inspection program to be implemented as planned and report the progress.

- Conduct regular visit to the work sites to ensure safety, quality, and qualification of contractor skilled worker, technicians and supervisors are in compliance with all related standard procedures.
- Conduct walkthrough with Building owners and Building Users to provide information and identity issues and discuss PPM progress.
- Coordinate all maintenance issue and assure preventive maintenance program & reactive maintenance implementation to the areas of responsibility.
- Coordinate with Health, Safety & Environment on all safety and health related issues observed in the concerned facilities.
- Coordinate with proponents and security to resolved related issues.
- Ensure compliance with all related KAUST policies and procedures.
- Follow up complaints and escalated cases till completion, analyze and confirmed with customer.
- Issue "Report It" for any incident report or near mess in your area.
- Monitoring and insuring proper operation, safety and cleanliness of all supported facilities in the common and public areas.
- Monitoring of maintenance backlog and make sure proper action is taken to maintain it with in the acceptable limit.
- Monitoring of maintenance tickets in SAP and ensure compliance with rectification periods set in the contract.
- Monitoring the Planned preventive Maintenance activities and assuring the quality of the tasks in a timely manner.
- Overseas safety and housekeeping of the areas under maintenance.
- Report to Maintenance Manager any technical problems needs third party or interference from other KAUST department.
- Review and analyze technical reports generated by Service Provider and enforce implementation of recommendations.
- Review of preventive Maintenance programs and continuous development of the enhancement recommendation.
- Reviewing and analyzing the customer complaints for assuring the closure.
- Reviewing the PPM schedule periodically and reporting the progress to the manager with enhancement recommendations.
- Reviewing the root causes analysis reports submitted by Service Provider for repetitive failures and discussing it with the manager in a weekly basis.
- Supervise and Monitoring Punctuality of assigned manpower within zone/area of responsibility. Highlighted any inadequate performance to maintenance Manager Service.

Mar, 2017- July, 2018



Madar Maintenance for Trading Services
 MFM Madar FM mission is to provide high quality and customer focused Facility Management and Property Management Services to its clients, in the Kingdom of Saudi Arabia.

Worked as **Senior Facilities Engineer**. My responsibilities include:

- Responsible for handling the day to day facility maintenance operations.
- Perform ongoing preventive maintenance and repair work on facility mechanical, electrical, and other installed systems;
- Maintaining the civil and MEP work within the facility.
- Maintain, operate all HVAC systems and associated equipment, electrical equipment, plumbing systems, building management system, and building repairs;
- Perform facility inspections and report on the condition affecting operations;

- Monitor and supervise HVAC preventive Maintenance contracts;
- Respond to emergencies;
- Prepare and submit summary reports of conditions in buildings and recommend actions to be taken;
- Review and understand equipment and methods of operation, BMS system, fire/life safety, and other systems;
- Responsible for issuing and monitoring the job cards;
- Comply with all safety procedures and requirements;
- Maintain compliance with Country ordinances and codes;
- Support any after-hours building needs and activities as required;
- Attend training sessions and seminars; and
- Other assigned tasks as requested.
- **Sub - Contractor Management:**
 - To establish effective support for the needs of the subcontractors.
 - To ensure statement of work developed jointly by the team with each subcontractor taking responsibility for the deliverables and services outlined in its area of responsibility.
 - To ensure subcontractor have requirements for quality clearly identified to it in the statement of work.
 - Monitoring of subcontractor SLA and KPI's.
 - Implementation of HSEQ policies and procedures.
 - Raise job cards for PPM schedules and maintenance.
 - Monitoring the property management plan for the facility.
 - Detailed verification of all subcontractor invoices as per their work report.

Mar, 2014- Mar, 2017



Saudi Real Estate Company (Al Akaria)

العقارية
AL AKARIA To be a world-class real estate company creating sustainable space that fosters joy, productivity, and innovation.

Worked as **Maintenance Operation Engineer**. My responsibilities include:

- Identifies and captures opportunities for improvement in equipment maintainability and reliability.
- Uses Lean Six Sigma concepts to optimize work processes, adapt maintenance tools and procedures to improve equipment utilization and reliability, and minimize service quality incidents.
- Promotes the importance of data and service quality within maintenance community.
- Assists with development and coaching of junior maintenance staff.
- Supports Maintenance Manager in planning for equipment and maintenance resources and correcting existing discrepancies.
- Ensures application of asset management and maintenance systems data and accurate, timely data entry and reporting.
- Participates in technical audits and compliance assessments, and follows up on the closure of remedial action plans.
- Design and manage the maintenance plan for all the sites in operation.
- Track and ensure the Maintenance plan is always on-track.
- Report any deviation to plan and device the actions required to ensure any deviation from the plan is covered and the operations are guaranteed.
- Report the usage and life consumption/expectancy for all assets by the project.
- Report whenever an asset requires replacement or repair.
- Track the usage of equipment.
- Ensure that the use of tools and equipment at the site is as per manufacturer's recommendation and best practices.

- Ensure there are training and instructions to all site execution staff within the daily 15 minutes toolbox meeting.
- Ensure the proper safety equipment is used throughout the projects for all the tools under operation.
- Ensure that the site is properly using the right equipment for the right tasks.
- Collect and report on a weekly basis the status of tools at the site.
- Maintain the records of consumables required for every tool in operation and define any corrective measures to reduce and give efficiency to our process.

Sep, 2009- Aug, 2011



Sanpak Engineering Industries (Pvt) Limited

Sanpak is a joint venture with **SANDEN Corporation** Japan and they are the manufacturers and assemblers of Automotive Air-Conditioning Systems.

Worked as **Quality Control Engineer**. My responsibilities include:

- To supervise and control the QC staff, supervisor, and inspectors, for the samples inspection and In-process inspection at the assembly lines/sections.
- To follow up with the customer and internal departments regarding the customer assembly line complaints.
- To maintain the CPRs, its records and sending follow up emails to concerned departments.
- To prepare the monthly data summaries and reports.
- To monitor and follow up of in-house and outgoing inspection.
- To monitor & review the Samples Inspection/Evaluation.
- To coordinate with the other departments regarding the quality matters.
- To act as an Internal Quality Auditor whenever required.
- To make the inspection standards and check sheets.
- To do verification of actual processes and W.I's & standards at the assembly lines.
- To ensure that all quality records are kept and processed according to defined procedures.
- To monitor the data keeping and updating of ISO and departmental files.
- To monitor the keeping and updating QC Inspection Jigs.

PROFESSIONAL ACHIEVEMENT

- Received "**Best Contribution Award for Product Diversification**" during my job at SANPAK Engineering Industries from SANDEN Corporation Japan.

SKILLS

- Maximo, Power BI, Procore (Portfolio Management Tool, Microsoft Dynamics ERP System, Microsoft Project, Minitab, Auto CAD, Microsoft Office Tools.
- Good Communication & Presentation Skills

REFERENCES

Available on request.