

**Facilities & Maintenance Professional with 10 Years' Experience in Real Estate, Property Management, Facilities & Maintenance in Residential, Commercial & Mixed Used High/Low Rise Towers & Buildings**

**Muhammad Ahmad**  
**Facilities & Maintenance Manager**  
**Client / Developer/ Owner Real Estate Experience**



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**Mobile:** +971-52-9297676

**Visa Status:** Residence - Unlimited

**Nationality:** Pakistani

**Location:** Dubai-UAE

**Notice Period:** 1 month

**Marital Status:** Married

**Experience: 10+ Years**

A self-motivated, experienced professional with vast experience within the UAE Real Estate, Property Management & FM market with a passion to achieve excellence in the industry.

**Education:**

Bachelor Degree in Electrical Engineering (4 Year Degree)  
University of Engineering & Technology, Taxila, Pakistan

**Professional Work Experience:**

**Achievements:** **Consistently Meeting Targets & Deadlines, Cost Optimization & Oversight.**

1. **Designation: *Facilities Manager*** (Nov 2018 to Present)  
**Facilities & Property Management [Essa Al Yousifi Sons & Co. – Real Estate]**

**Job Responsibilities:**

- Overall responsibility to manage the day-today activities of the assigned sites in the UAE and be the on-site key point of contact for key stakeholders and/or client. Assume overall responsibility for managing comprehensive engineering and facility management services and contractors, equipment, and supplies.
- **Site Inspections and Repairs:** Regularly inspect all properties to ensure in time and effective service delivery from all service providers and vendors
- **Manpower Management:** Managing a team of over 200 manpower with in house and outsourced service sub-contractors
- **Vendor/ Sub-Contractor Management:** In time Rectification of system faults by coordination with vendors for quotations/service reports and recommendations.
- **Contract Work Management:** Ensure contractor compliance with AMC T&C, SLA, achieve KPI
- **Preventative & Reactive Maintenance and Repair Service:** Supervise all the preventive and reactive maintenance activities covering all Hard and Soft Services as: Complete MEP System, Civil Works, Carpentry Works and all Specialist Systems as: BMS and metering systems, CCTV/Access Control, FF/FA System, BMU/Cradle, Elevator, Escalator, Security, General/Window Cleaning, Plants/Gardens, Pest Control and other facilities management services.
- **Move In / Move Out & Fit Out** Inspect Commercial, Retail & Residential property prior to move out/ move in to evaluate and advise on damages, condition and fit out requirements and design review
- **Property Handover & DLP:** Take over new building and snagging/managing the DLP period with setting up service providers and coordinate with municipality & civil defense for all requirements
- **Fire & Safety:** ensure HSE standards and compliance as per UAE Statutory Regulations
- **Contracts Management:** AMC scope of works/coverage negotiation and finalization for all services.
- **Budget Preparation:** Preparation of Annual Budget for Opex & Capex
- **Budgetary Control:** Budget control with monitoring, negotiation and effective use of assets
- **Loss and Damage Management:** Investigation & Preparation of Insurance Claim for property damages
- **Procurement** Preparation of Purchase Requisitions & Scope of Works with all technical details/specification for the for Procurement of Services/Parts and obtain vendor proposals with job award upon merit
- **Energy Saving:** Reduce utilities consumption by implementing Energy Saving measures
- **Staff Training** Conduct regular Trainings, Interviews and Performance Evaluations for Staff
- **Emergency Response:** Attending emergency breakdowns & provide solution in minimum down time
- **ERP/CMMS/CRM Software Workflow:** Review and respond to user requests.

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2. **Designation: *Facilities & Maintenance In Charge/Engineer*** (Nov 2014 to August 2018)  
**Facilities & Property Management [Al Saqr Property Management LLC]**
3. **Designation: *Facilities Engineer*** (Jan 2013 to Nov 2014)  
**MEP/Fit Out /Facilities Management Contractor [EMAAR - The Dubai Mall]**
4. **Designation: *Projects Engineer*** (Aug 2008 to Dec 2012)  
**MEP Engineering Consultant [Supertech Electrical Associates - Pakistan]**

**Skills:**

- Project Management Skills with a CAN DO Attitude
- Ability to manage multiple projects at the same time single handedly, with or without supervision
- Ability to lead a team of Supervisors, Foremen and Technicians to the completion of projects
- Excellent analytical approach, team player, motivator and good negotiator
- Very Good with Client Management, Work Force Management and Asset Management
- Reporting Events, Progress, Meeting Deadlines and Record Keeping
- Hard Working, Quick Learner, Creative and Responsible
- Self-Starter, Brilliant Team Leader and Team Player
- Exceptionally good at Computer Software and Hardware

**Software**

ERP (Oracle), CMMS (Maximo), CRM (Maisonette), HRM (MenaMe), AutoCAD, MS Project, Microsoft Office

**Languages**

Exceptionally Fluent in English and Urdu/Hindi & Intermediate Level in Arabic

**Memberships**

Associate Member – Middle East Facilities Management Association – 2014  
Professional Member – International Facilities Management Association - 2016

**Driving License:**

Valid UAE Driving License Holder, License No. 1990455