



# BASHEER MULLANDY

## SUMMARY

A Suitable position as mentioned below with a reputed organization & to work in an innovative and competitive environment and to fulfil organizational goals thereby simultaneously achieving personal career growth. Results-focused and proactive in planning day-to-day operations and solving service issues. Offers advanced abilities in tackling issues impacting team and business success. Excels at managing team and personal time to consistently exceed expectations.

## EXPERIENCE





06/2003 -Current

Project coordinator

(AG Facilities Solutions)

- Full In charge of the ADCB across UAE
- Manage the team, maintain friendly relations with the client, build a realistic project plan, deliver the outcomes on time, schedule tasks, and delegate assignments.
- To track the progress and performance of the project, along with the performance and efficiency of the team members.
- Coordinating internal resources and vendors for the flawless execution of projects
- Ensuring that all projects are delivered on-time, within scope and within budget
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and Techniques.
- Periodically communicating with all the clients.
- Preparing all the documentations as per each site's requirements
- Preparing the weekly and Monthly Management Report

## CONTACT

-  971 50 5933207
-  basheermullandy@gmail.com
-  Abudhabi
-  Indian

## Personal Information

- Passport Number: N2882192
- Date of birth: 05/12/1971
- Nationality: Indian
- Marital status: Married

## SKILLS

- Critical thinker with strong analytic modelling and technical skills.
- Versatile and strong communication and writing skills.
- Amazing attention to detail and follow-through.
- Excellent organization and project management skills.
- Ability to communicate effectively with clients and internal team.
- Familiarity and solid working knowledge Microsoft Excel, Microsoft PowerPoint, and other necessary computer software.
- Ability to thrive with minimal direct supervision/management.
- Quality assurance.

## CERTIFICATION

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- Pre-Degree(12th),  
University of Calicut,  
Commerce, 1988
- SSLC, Thiruvangoor  
Higher Secondary School,  
Calicut. Kerala, 1996

## LANGUAGES

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- English
- Arabic
- Hindi
- Malayalam
- Tamil

04/ 2017 - 06/2023

**Area Senior Supervisor- School project**  
(AG Facilities Solutions)

04/ 2014 - 03/2017

**Senior Cleaning Supervisor**

ETISALAT FACILITIES MANAGEMENT

01/ 2011 - 04/2014

ADNH/ COMPASS Middle East LLC

**Military Intelligence School Mahavi, Abudhabi**

- (Housekeeping Supervisor)
- Full in charge of the cleaning in entire location

12/2003 – 10/2011

ADNH/ COMPASS Middle East LLC

- ADMA OPCO offshore (Al-Hyleh Barge)  
(Housekeeping Supervisor)

## APPRECIATION

- Employee of the Month “Award from ADN H  
Compass Middle East LLC. For outstanding  
contribution towards Hygiene
- Employee of the month Award from MBM and  
Ministry of Education and Knowledge.
- For Outstanding services with ADMA–OPCO  
Safety Man of the month Award from Adma  
Opco locations.

## CUSTOM SECTION

- U A E- Light Vehicle, Abu Dhabi

## REFERENCES

Rayees Raja Mohd.  
054 9977645

Mohd. Aslam  
056 9926799