

Mohamed Umar Fazil



CONTACT:

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OPERATIONAL SKILLS:

- ✓ Facilities Management
- ✓ Project Management
- ✓ Project Planning
- ✓ Sustainability
- ✓ BMS System
- ✓ Building inspection
- ✓ Operation Management
- ✓ Contract Management
- ✓ Energy studies
- ✓ Technical support
- ✓ MEP design
- ✓ DLP Handover
- ✓ Critical asset Intergration

CAREER OBJECTIVE

A 12-year experiences candidate with results-oriented Facilities Management with strong technical background with specialization in maintenance, facilities management, and project management. I have experiences in proven management skills that establish teams' relationships with clients and customers across all business operations in various project Highrise Tower, Retails Stores in Mall, Warehouses, Automotives sector and Banking sectors.

EDUCATION

INSTITUTION	Anna University, Tamil Nadu, India	Government college Tuticorin, Tamil Nadu, India
DEGREE	Bachelor of Engineering in Aeronautical (Mechanical Engineer) - 2008 to 2011.	Diploma in Mechanical Engineering - 2004 to 2007

CERTIFICATION

- **Certified Facilities Manager (CFM):** IFMA Accredited – Chicago Institute of Management, UAE
- **Accomplished Lean Six Sigma**– Emirates Institute for Banking & Financial Studies, 2021 UAE
- **Certified Internal Auditor on ISO 41001: 2018** (Facilities Management)
- **Managing Safely IOSH** - 2015 UAE
- **Certified First Aider & Certified Fire Warden** – Eurolink Safety – 2021

EXPERIENCE



Role: Sr. Facilities Executive in Abu Dhabi Islamic Bank

Project Managed: Retails branches & offices - UAE (Soft & Hard Services)

Duration: UAE - May 2019 to Present

Description: -

- Working as Client executive in handing TFM contract management.
- Develop and implement a comprehensive facility management program, including policies and procedures, to ensure effective operation of facilities.
- Overseeing day-to-day operation; facilities including Soft & Hard Services
- Monitoring CAFM system for vendors performance as per SLA & Reviewing KPI score on monthly basis.
- Conducting DLP inspection with project team for handover new premises for FM Maintenance and coordinate with fit out vendor for DLP warranty.
- Coordinating repair & maintenance service for facilities including MEP, Landscaping, Pest treatment, Office boys, Coffee machine, water service
- Ensure compliance with all relevant accreditation, safety, environmental, and building codes and maintain Certification (ISO 45001-2018)
- Conducting asset condition survey to enhance CAPEX requirements.
- Provide backup supports to Head of FM in resolution for all requests.
- Respond to emergencies in efficient manner to avoid business interruption.
- Manage relationships with key stakeholders, through regular meeting.
- Reporting unsafe working conditions including health & safety risks.
- Report/Action all non-conformities identified during the site inspection.
- Reviewing all variable works variation scope of work from vendors.

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IT SKILLS

- ✓ SAP
- ✓ Reflexion (CAFM)
- ✓ MS Office (Excel, Word & Power Point)
- ✓ Maximo (CAFM)
- ✓ Auto Cad
- ✓ Typing

Languages

- ✓ English
- ✓ Tamil
- ✓ Malayalam
- ✓ Hindi

Valid UAE Driving License

- ✓ Yes - Available

Visa Status

- ✓ Employment Visa

EXPERIENCE



Role: FM Engineer-AI Shirawi Facilities Management, Abu Dhabi.

Project Managed: -

- ❖ Premier Motor – Showrooms & Service warehouse (Hard Service)
- ❖ Al Tayer Motor – Showrooms & Service warehouse (Hard Service)
- ❖ Al Tayer Retails – Retails stores in various malls (Hard Service)

Duration: UAE - March 2015 to April 2019

Description: -

- Manage the reactive, preventive, and corrective maintenance of Hard and Soft Services in line with Service Level Agreements (SLA's)
- Manage & supervise the maintenance of Special Services Equipment e.g., swimming pools, Passenger lifts, Fresh Air Handling units, Fire alarm systems etc. by authorized contractors in line with Company standards and procedures, SLA's and agreed contractual terms.
- Ensure that all statutory requirements are met according to the calendar deadlines for all local authority requirements e.g., Civil Defense, DEWA, Municipality, etc. Ensure that all Third equipment / system certification obtained in accordance with local authority requirements & timeliness.
- Supervise the day-to-day facilities operation as to the contractual term with the client which includes working days and holidays, Updating all reactive work order and Preventive work order in CAFM system and client portal.
- Preparing & Execution of all preventive maintenance assets & Reactive WO per agreed SLA
- Allocation day to day work assignment to subordinates
- Validating, verifying & ensuring the completion of Reactive & Planned maintenance task
- Supervise the team in accordance with company policies and procedures.
- Ensuring the completion of subcontract activities within time frame
- Issuing necessary work permit to execute the facility operations.
- Work permit & Variation related work order with client on timely basis
- Attending weekly operation meeting with client
- Arrangement of site materials and maintaining stock register, follow up with procurement and store management team to avoid any business interrupt related to materials delay.
- Preparing estimation & Quotation for all MEP related variation work
- Preparing Incident & site inspection report on timely basis
- Attending site survey for new project and support to business management team Preparing snagging for new project
- Validation of technician tools, PPE and HSE related files,
- Orientation & on the job training, TBT to the subordinates.
- Generate daily, weekly & Monthly report for facilities operation.
- Reporting safety related observation to HSE team.

EXPERIENCE



Role: FM Supervisor - Al Shirawi Facilities Management -Abu Dhabi,

Project Managed: -

- ❖ Al Saqr Properties – Highrise building & villas in Abu Dhabi (Hard & Soft service)
- ❖ Abdulla Properties – Highrise building & Villas in Abu Dhabi (Hard & Soft service)

Duration: Feb 2012 to Feb 2015

Description: -

- Maintenance of all AC, Electrical and Plumbing systems in high rise building and apartment
- Commanding to technicians to solve the technical problems & Updating records.
- Coordinate with subordinates, vendor also with client to reduce complaints & Managing site operation smoothly.
- Coordinate with purchasing department and keeping minimum required materials in in house to avoid any business interruption.
- Preparing daily, weekly, & Month report for site operations
- Managing the preventive maintenance work of all assets as per 52 weeks planned and following the abnormal trackers for corrective action.
- Managing the reactive maintenance as per agreed SLA and reporting to FM engineer
- Attending weekly operation meeting with clients, vendors & internal management
- Providing administrative support to FM team
- Providing general supports to divisional staff in FM staff
- Preparing & assigning reactive and preventive schedule for FM team
- Preparing & follow up variation tracker with FM team.
- Managing service report, reactive & preventive and variation work order
- Managing HSE, TBT, PPE records and Audit files,
- Managing site operation cost sheet and store inventory record
- Supporting to procurement, Business development for project tendering documentation
- Assisting to facilities manager for external contacts, vendor, and suppliers,
- Coordinating with facilities manager for all aspect of project implementation as needed
- Supporting to facilities team for accommodation & transportation

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