

Vijay Chand

FM Coordinator / Admin

Experienced Operation Coordinator with a demonstrated history of working in the Facilities Management industry Skilled in Microsoft office, ERP (Enterprise Resource Planning), Maximo, EAM (Enterprise Asset Management), CAFM, Photoshop & Etc.



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📍 Al Quoz Ind 3, Dubai, United Arab Emirates

WORK EXPERIENCE

Division Coordinator

Al Fajer Facilities Management L.L.C

09/2017 - Present

Dubai, U.A.E.

Achievements/Tasks

- Assist the Facilities Manager in all aspects of project implementation as needed.
- Interaction with clients and getting appointment for the PPM's and reactive maintenance service and Preparing PPM & reactive work schedule
- Opening & Closing the work orders. Prepare documents Maintenance division related. Prepare & maintain work completions. Maintain Job Ledger report for all divisions
- Coordinate all facilities activities, work direction, and support systems.
- Supervise and train facility employees and contractors as needed.
- Independently maintain and update administrative policies and processes.
- Maintain, and organize department's central files, information, filing, and messages
- Prepare and maintain Petty Cash's, division related documents & HR related documents Internal.
- Prepare internal bill-backs and documents for events supported by the facilities organization. .
- Provide all general administrative support to the Facilities Manger & team

Site Secretary

Al Hudaiba Contracting L.L.C

04/2014 - 08/2017

Dubai, U.A.E.

Achievements/Tasks

- Provide full secretarial and admin support to the project team and department to ensure the smooth running of the department operations
- Prepare submittals such as Technical submittals & Materials Submittals, Technical quires & etc. for the approval's from the client & consultant.
- Maintain records of Engineers and assist in their movements
- Take minutes of meeting and maintain records for the operations and project tea
- Maintain a proper and user friendly filing and document control system for recording and tracking of all documents for the project team and departmen
- Perform data-entry, recording, printing and filing duties & Undertake any ad-hoc admin projects/duties as required
- Assist to check and verify staff claims and invoices for project team • Prepare and raise purchases requisition for purchase of office equipment's for new staff

SKILLS

Strong decision-making skills in quickly finding the best solution after analyzing available information. - Experienced in, Enterprises Resource Planning (ERP), Enterprise Asset Management (EAM), Maximo (IBM) PowerPoint, and Microsoft Excel. -Skillful verbal or written communicator who values collaborative efforts. - Structured supervisor committed to parity and impartiality in the workplace. -Able to move forward on multiple projects at the same time. -Robust conflict resolution skills with employees as well as customers. -Organized and able to prioritize task

EDUCATION

Bachelor of Business Administration SNGIS University

India

Intermediate BSEH

India,

S.S.C

Vikas Vidya Nilayam High School

Sircilla, India

ADDITIONAL EXPERIENCE

Type Keeping (Attendance Booking)

Tasks

- Obtaining Attendance from all Division's
- Consolidate, Validate and arranging in respective format
- Uploading Attendance in the ERP Software to run payroll

Personnel Details

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- Name: Vijay Chand Pakala
- Father Name: Anjaiah Pakala
- Date of Birth: 10-10-1993
- Language Known : English, Hindi & Telugu
- **Passport No:** Y5724950,
Date of Issue: 12/07/2023
Exp:11/07/2033

INTERESTS

Listening Music, Playing & Writing