Gurinder Singh

Objective:

Experienced Facilities Supervisor adept in bringing forth expertise in Facility Management. Proficient in various areas, sectors, and handling the soft and hard service team. Able to effectively self-manage during independent projects, as well as collaborate as part of a Facility team.

Experience:

Amwaj Catering Services, Doha, Qatar
April 2022 to present

Facilities Supervisor

- Handle Complaints of client's accommodation.
- Manage the Database of client complaints using the CAFM system.
- Handle hard & soft service teams.
- Check and inspect the sites.
- Provide work reports to management.

Ejadah Asset Management Group, Dubai, UAE
June 2018 to May 2020

Facilities Coordinator

- Register building complaints of Electrical, Plumbing & HVAC.
- Customers handling and resolving their problems.
- Inform soft & hard service teams about work procedures.
- Coordinate with clients and management.
- Create quotations and send them to clients.

Punjab Institute of Medical Science, Punjab, India
August 2010 to June 2018

Engineering Electrician Technician

- Worked in the engineering department of a charitable hospital.
- Monitor the control panel's activities.
- Manage the Plumbing and Electrical store.
- Installation and replacement of Plumbing and Electrical equipment.
- Default the issues.

Projects:

Engineering General Services, Mowasalat (Govt.), Qatar
April 2023 to present

Facilities Supervisor

- Look after the manpower accommodation.
- Manage all the accommodation facilities.
- Handling soft and hard service team.
- Grievance record and update to the department.
- Attend all the meeting that organized by Mowasalat.

Contacts:

Email: garrys1ngh@hotmail.com
Mobile: +974 3164 8456
Address: Doha, Qatar
Nationality: Indian
LinkedIn: linkedIn.com/in/garrys1ngh
Website: garrys1ngh.github.io/resume

Leadership Skills:

- Team leading.
- Supervisory.
- Critical thinking.
- Communication.
- Rectify the problems.

IT Skills:

- Installation of N- computing.
- LAN Networking using TIA & EIA.
- Dressing the LAN cables.
- Installing the routers & switches.
- Installation of operating system.

Technical Skills:

- Using IBM Maximo Application.
- Knowledge of PPM methods,
- Time management.
- Installing DVB sharing servers.
- Installation of computer hardware.

Facilities Skills:

- Complete project on time.
- Manage clients and their problems.
- Customer service.
- Website Editor.
- Analysis work before finished.

Achievement:

• Customer attention increase to 65% to 90%.
• Maintained a 93% satisfaction rating over 24 months.
• Reduced spent on buying new tools by 20% using old tools.
• Work order closing & improved closing rate by 31% in a half year.
• Reduced time spent on written work by 20% reorganizing the excel files.

Activities:

• Provide guidelines to juniors.
• Supply chain management.
• Customer service management.
• Material supply and demand.
• Create plan to utilize work location.

Interest:

• Working on screen.
• Solving the problems.
• Complete the pending work.
• Create professional atmosphere.
• Inspect and track the performance.

Language:

• English.
• Hindi.
• Punjabi.

FIFA World Cup 2022, TBS, Mowasalat (Govt.), Qatar
April 2022 to March 2023

Facilities Supervisor

• Handling manpower and accommodation.
• Update the check-in and check-out time sheet.
• Head count and utilize the master list.
• Manage the soft and hard service team.
• Attend the TBS departmental meetings.

Education:

Master of computer applications (MCA)

Lovely Professional University, Punjab, India
November 2014 to December 2016

Achieved 6.0 CGPA

• Asp.net project with DBMS.
• Computer Language understanding.
• Database management system.
• HTML webpage create & customization.
• LAN Networking.

Bachelor of Science in information technology (BSc-IT)

Punjab Technical University, Punjab, India
September 2011 to October 2014

Achieved 70.79 percentage

• Computer operating system installation.
• Computer hardware analysis.
• Encryption of information.
• Troubleshoot computer application errors.
• Wire & wireless networking.

Duties and Responsibilities:

• Create a work order in the IBM Maximo Tivoli application.
• Maintain all database of payments and update log in Maximo.
• Work order closing as well as updating all information regarding work.
• Uncommon ability to deal with contractors, and customers in a positive way.
• Develop and implement maintenance processes and procedures.

Declaration:

Hereby, declared that all the above information presented is true and that any false information submitted in support of the application will invalidate the application.