

# CURRICULUM VITEA

NAME : RICHARD EASTER DATE OF BIRTH : 01 <sup>ST</sup> AUGUST 1979 NATIONALITY : SRI LANKAN	CONTACT NO: 0974 74409109 MAIL ID : <a href="mailto:maxrichard01@gmail.com">maxrichard01@gmail.com</a>
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## **NAITA. Sri Lanka**

<b>Professional career:</b>	2017 - Present	Office Admin/Helpdesk/Document Controller
		<b>EFS Facilities Services QATAR WLL.</b>
	2016 - 2017 Sites)	Office Admin/CAFM Operator/Call Centre (Emirates Sites)
	2012 - 2016 Sites)	<b>Farnek Services LLC, DUBAI, UAE.</b> Store Keeper Maintenance Department (Emirates Sites)
	2004 - 2012 Out Team)	<b>Farnek Services LLC, DUBAI, UAE.</b> Electrician MNT- Department (Emirates Sites Call Out Team)
		<b>Farnek Services LLC, DUBAI, UAE.</b>

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## **APPLICABLE POSITION : Help Desk / Store Keeper / Office Admin / CAFM Operator.**

**Career Profile:** To work in a challenging atmosphere with a growing company and to utilize my skill to the maximum extent for the growth of the company as well as personal and to improve my technical and managerial skills.

## **PROFESSIONAN STRENGTH.**

- ✓ Ability to handle clerical tasks efficiently and effectively
- ✓ Possess excellent verbal and written communication skills in Singhala, Tamil, English, Hindi and Malayalam.
- ✓ Familiar with basic operating systems like Microsoft Word, Excel, PowerPoint, Outlook and the Internet.
- ✓ Good-motivation with strong leadership skills.
- ✓ Goal-oriented and ability to complete tasks within deadlines.
- ✓ Maintained excellent relationships with clients, employees and vendors.
- ✓ Able to do work as a group member.
- ✓ In-depth knowledge of client service management.

## **Objectives:**

- Seeking long term employment in an organization where I can grow professionally and expand my skills, knowledge, and experience to face and overcome the challenges of today's changing work environment.

- I am looking for a position wherein I can utilize my previous experience I gained over time, to grow and to help improve the company and myself.



## WORK EXPERIENCES

**FARNEK**  
TOTAL FACILITIES MANAGEMENT

(Emcor Facilities Service WLL)-  
Milaha Logistic City , Qatar.

**June 2017 to Present**

### **Administration/Helpdesk/ Document Controller Tasks:**

- Assisting O & M Manager in managing all management and maintenance issues
- Sending Daily Attendance Report Status Maintenance, Security, and Cleaning Updates to the Clients.
- Sending Daily Reactive status report and daily report with work photo attached /Updates to the Clients.
- Manually Rescheduling Reactive by calling/coordinating with the clients.
- Coordinating with the technicians/workers on site ensuring that the job has been confirmed completed.
- Giving Safety TBT ( Tool Box Talk ) and ensuring safety of all works
- Give Technical Training to workers in accordance to safety standards implemented in the project.
- Sending the team an everyday update regarding the status of the PPM and Reactive Jobs to ensure that all tasks will be carried out smoothly. (total, pending, completed, percentage)
- We also do administration tasks/works for Snagging.
- Provides administrative support to Cleaning and Security Department.
- Preparing and ensuring that all the documents needed in the Site are all prepared and ready for internal/external and client auditing. (Documents such as Work Permit, Sub Contractor Invoice HSQE's, SOP's, job descriptions, reports, risk managements, site processes, organizational charts, checklists, work flows etc.)
- Taking and handling calls in the Milaha helpdesk Operations Team in case they lack manpower. Attending inquiries and complaints of the clients, raising reactive WO request in the system and deploying call out technicians on site.
- Doing FM Monthly Report with work photo and KPI Scorecard for the Clients.
- Deploying/Assigning technicians on site.
- Attending internal meeting, site meetings and mobilization meetings with the clients and doing the minutes of the meeting.
- Creating hand over schedules/mobilization schedules using MS Project Software



as a **CAFM Operator** at Franek Services L.L.C, P.O. Box: 5423 Dubai - UAE from Jan 2016 - April 2017.

Company : **Farnek Avireal Services LLC,**  
Position : **CAFAM Operator/ Office Admin /Call Centre ( Emirates Site )  
Maintenance Division ( Garhoud )**

**PERIOD : 2016 January to 28th April 2017**

Farnek service is a Switzerland facilities management company dealing with Emirates Airlines and other prestigious property holders like Burj Khalifa, and Dubai mall in Dubai.

Working as a Key Account department Emirates Location Admin and call centre well versed with

**Concept Evolution (Document Management Software)**

Creating and closing maintenance work orders

- Handling time sheets of technicians **Tally ERP -9**
- Handling non contract time record **HRMS System.**
- Handling daily attendance, absent and medical **EXEL SHEET**
- Web Order materials Procurement Supply Chain Solution **36 Strategies 36S**
- Preparing the monthly maintenance reports, for all emirates building coordinators.
- Open and closing work orders and booking materials and labor cost on daily basis
- Handling petty cash and reports to accounts departments.
- Assigned the tasks of answering phone calls , ordering office supplies, typing correspondences and faxing important documents
- Coordinates with the representatives of the department in disseminating and collecting information.
- Meeting with all technicians weekly discussing the safety and risk assessment.
- Meeting with all technicians and discussing the problems and update to manager.
- PPM Job cards Creating and closing.

**Farnek Avireal Services LLC,**

**PERIOD 2012 Dec to 26th January 2016**

**Maintenance Divisional Store Keeper. (GARHOUD)**

- ✓ Working as a Store keeper Well versed with **Concept 500 (Document Management Software)**
  - Handling material purchase
  - Local purchase order
  - Inventory report
  - Monthly closing balance
- ✓ Assisted Area managers in performing the daily activities of the organization
- ✓ Responsible for maintaining good report with employees and customers.
- ✓ Preparing list of material required for the store and sending enquiries through DMR to the supplier.
- ✓ Following up the delivery of the material with the suppliers and checking the quality, specification and brand mentioned on the LPO's.
- ✓ Checking the invoices and following to accounts division for the payments of suppliers.
- ✓ Preparing the purchase requisitions and follow-up with suppliers and accounts dept.
- ✓ Meeting with engineers weekly discussing the quality and the cost
- ✓ Preparing the quotes and tenders as per the request from the area manager.
- ✓ Preparing non-contract work orders and booking materials and labor cost on daily basis.
- ✓ Coordinates with the representatives of the department in disseminating and collecting information.

**Farnek Avireal Services LLC****PERIOD 2004 March to 2012 December**

Maintenance Technician (Electrical/Plumbing)

Maintenance Senior Technician Working as a senior Electrician for more than 8 years and coordinating company deals. Carry out maintenance works taken down in Emirates Airlines and various properties.

- ✓ To Carry out the project works high-rise building , shopping complex
- ✓ Good Communication Skills, able to liaise with customers and offer after sales service.
- ✓ Resourceful Procurement of materials to complete all tasks.
- ✓ Install power cables and circuit breakers.
- ✓ Maintenance of all electrical equipment.
- ✓ Operate and Maintenance of generator set

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**EDUCATIONAL BACKGROUND:**

GCE O/ Level Certificate from St'Mary's Central College in Bogawantalawa in Srilanka, 1996.

PROFESSIONAL QUALIFICATION: Vocational Technical Training Course Followed in Sri Lanka 1998- 2001

INSTITUTE	PERIOD	COURSE	GRADE
Cholankanda Technical Training Institute	3 and a half	Electrical wire Man	III & II
	years	Power Electrician	III & II
		Refrigeration & A/C	III

**PERSONAL DETAILS.**

Date of Birth	01/08/1979	Pass Port No	N 2418851
Nationality	Sri Lankan	Date Of Issue	09/09/ 2009
Gender	Male	Date Of Expiry	09 /09 / 2019
Marital Status	Married	Place Of Issue	Colombo
Visa Status	Employment /Exp Apr 2017	NIC	792142374 X

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I have declared that all information given above is true and accurate to the best of my knowledge and belief.

**Yours sincerely**

**Richard Easter.**