



K. P. PREM KUMAR

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SKILLS

Good communication & Motivation, Organization & delegation, Positive attitude, Planning & strategic thinking, Problem solving, Decision making, Team building, Listening, Time management.

DRIVING LICENSE

Yes, Since 1998

LANGUAGES

English, Hindi, Kannada
Malayalam, Tamil, Telegu,
Urdu & Arabic

Senior Level Assignments

Facilities Management, Property Management, Vendor Management, Procurement, Administration, Operations Management and Contract Management.

An experienced, practical & forward thinking individual with a thorough understanding of how Facilities Management & Property Management works. Can resolve any building problems in a fast, effective and efficient manner. Having comprehensive understanding of facility management, with a proven track record of managing workplace environment. Looking to take on a fresh challenge & innovation with a successful and dynamic company to achieve optimum resources and maximum profits.

PROFILE SUMMARY

- As a concise communicator, can easily communicate with Customer/Clients, Agents, Vendors, Top management, Contractors and Team members, can drive change in a professional way.
- Having sound knowledge of Property management, facilities management and operation management by directing, coordinating all real estate activities and scheduling reactive and planned preventive maintenance
- Excel in managing the wide spectrum of administrative & facility management (MEP, HVAC, Civil, Hard & Soft services) tasks including Maintenance, Procurement, Recruitment, Cleaning, Waste management and vendors
- Strong ability to master a situation quickly; highly knowledgeable in a wide variety of professional disciplines and an expert at organizing & directing turnaround situations
- Expertise in improving the safety and security systems and resolving the problems that are encountered as per standard operating procedure
- Proficiency in Negotiating, Liaising, Coordinating and maintaining good working relations with Customer, Vendors, Staffs and Authorities
- Competency in strategics long / short term directions by forecasting future manpower requirements and designing plans for acquiring requisite skills & competencies

EDUCATION

Bachelor of ARTS – Bangalore University, Bangalore.

Diploma in Electrical Engineering – New Castle University of America, Dubai, UAE.

WORK EXPERIENCE

Senior Facilities Maintenance Manager
M/s Al Hathboor Group

March 2019 – Till Date

Key Responsibilities:

- Manage and operate all aspects of Facilities department to the highest quality living and working standard environment across all the group properties, by use of in house and out sourced contractors including the management and evaluation of consultant.
- Managing all phases of Civil construction, fit-out projects, coordinating with Client, Subcontractors, Suppliers, Vendors, ensuring that specifications are being followed, and quality work is done as per contract agreement.
- Overall responsibility for facilities (Hard & Soft service and fit-out works) scheduling, maintaining, providing optimum technical support within FMD guidelines & budgetary constraints.
- Tendering of maintenance contracts, define and review of contract documents, scope of work as well as selection and control of sub-contractors, requesting for proposal, bidding the contracts etc.
- Identifying potential vendors based on project requirement, procuring different types of products, goods and services as required and acting as point of contact between the company & supplier, contract negotiation, monitoring and update relevant department regarding price fluctuations.
- Overall directing and controlling department activities, process & operations i.e. Planning Engineering, Procurement Management, Project Management, Facilities Management i.e. Reactive & Proactive Operations, Transport & Logistics.
- Carrying out routine inspection of buildings, work completed by technicians and service partners, ensuring that both the quality and quantity of the works are in accordance with published/agreed SLA/KPI's.
- Manage service contract in all facilities efficiently and cost effectively, negotiating and compilation of contractual agreement to ensure maximum cost effectiveness, quality and standards.

- Evaluating the FM department from the quality of service provided to the tenant as well as the major assets like **HVAC, FAHU, FCU, Elevators**, Common areas MEP & civil works are met as per authorities' standard.
- Created and implemented all property management and leasing process by carrying out new sales calls as required such as "New leasing process flow termination process, transfer, move in & out and security deposit refund process"
- Ensuring compliance to set standards and carrying out regular inspection of the properties and other related areas, with the objective of enforcing adherence to safety standards and customer satisfaction.
- Reviewing Health & Safety risk assessments for maintenance and repair activities and monitoring of sub-contractor performance and Ensure best value management techniques with in contracts.
- Overseeing waste management system such as landfill sites, fleets, transportation of waste without contaminating.
- Responsible for ensuring all Suppliers, Vendors members, Main and Sub contractors teams are operating efficiently in place and meaningful as per SOP.
- Monitor the process of quotation requests. And preparation of purchase order and vendor contracts and approving the same, and insure that the purchase process is optimized to guarantee the product, service are on time to avoid delays.
- Attending all tenants and contractors meeting to discuss the progress of the fit out works and collect required documents, carrying out an overall inspection after completion of fit out works, preparing the snag list and follow up on all the rectification works needed.
- Reviewing staff's work to ensure quality standard, techniques and safety requirements and recommending to improve quality and productivity.

Facilities Manager
M/s SBK Real Estate

Sep 2013 - Dec 2018

Key Responsibilities:

- Organizing and planning the Facilities department to the quality standards of the buildings, shopping mall and warehouses Security & maintenance services (both hard and soft services), cleaning & waste management system.
- Monitor and ensure snagging completion are as per specification before taking/handing over the property, conducting inspection of testing, commissioning and maintaining all records related drawings, warranties & operating manuals.
- Manage relationships with other team members, partners and relevant stakeholders, plan all deliverable and activities, review their progress and quality, based on any planning deliverable.
- Initiating, implementing and managing the maintenance strategies based on best practices in the industry, with an emphasis on planning preventative/reactive maintenance.
- Design PPM checklist for all equipment based of manufactures, reviewing and approving the PPM plan submitted by facilities supervisor for all the assets.
- Evaluating suppliers, products, services and negotiating contracts and ensuring that approved purchase are cost-efficient and of high quality.
- Managing a team of outsourced maintenance contractors and ensuring that maintenance contractors are adequately trained, equipped, and motivated so that the maintenance program can be accomplished in a safe, timely, and cost-effective manner.
- Monitoring and managing of firefighting and fire alarms systems routine basis as required by local authorities and responsible for health & safety of onsite subcontractors as well as premises.
- Respond to emergency maintenance work during and after normal working hours to resolve the emergency requirement and prepare detail report on incident.
- Planning best allocation and utilization of space & resources for new buildings and checking that agreed work by staff or contractors has been completed satisfactorily.
- Managing company service vehicle to ensure they are being maintained and operated as per company policy.
- Working with other departmental managers to meet company's standard goal and objectives.

Facility Manager
M/s Al Owais Group

May 2003 - Aug 2013

Key Responsibilities:

- Managing entire administration of Residential, Commercial and retail facilities of the group owned properties in Dubai and Northern emirates.
- Inspecting and supervising standard maintaining activities of all Carpentry, Civil, MEP, LV systems (SMATV systems, CCTV, Barrier, Security systems) are carried out properly by the staffs.
- Managing out sourced maintenance works of HVAC system, FAHU, FCU, Elevators, BMS system, Fire Fighting & Fire Alarm system are carried properly as per our company standard.
- Managing Pay TV Channels like (**Pehle, Orbit, Showtime and Bein sports**) packages, training and updating staff and customer about new products promotion offers.
- Supporting the leasing team in making tenancy contract, move in & out and security deposit refund process, maintaining customer data base and excellent rapport by informing them time of renewal.
- Administer contracts, purchase order, agreement and sub contracts while maintaining accurate and complete procurement files.

- Negotiate with suppliers to obtain prices, delivery, specifications & contract duration for lower value contract.
- Scheduling and organizing the works for all Hard and Soft service maintenance Personnel.
- Preparing PPM plans for all maintenance contracts and ensure that they are carried out accordingly.
- Responding appropriately to tenant's emergencies or urgent issues as they arise, and Coordinating by leading a team of staff to cover various areas.
- Suggesting the suitable material and alternatives in case of non availability of materials to make sure that the work is completed on time as per company standard.
- Managing soft services on site including cleaning inside apartments, common areas, Facade Cleaning and Garbage rooms are cleaned and maintained properly.
- Supervising Landscaping, Swimming Pool Maintenance system and Pest Control System are scheduled properly and adhered properly as per service agreement.
- Coordinated with other Clerical & Admin functions, Transportation, staff Accommodations services and all government departments on legal and statutory requirements.
- Communicating with vendors and factory personal concerning warranty issues, product recall notice, operational problems with products, premature failure and other issues of the product.
- Follow up on collections of all receivables & payable pertaining to sales made, maintaining and submitting daily reports as required by the management.

PREVIOUS EXPERIENCE

Aug'95-Apr'02 with M/s Al Riqqa Plaza Hotel Apartments, location as Asst. Admin. / Customer Service Manager

Jan'94-Apr'95 with M/s Marks Falcon General Maintenance Company, Dubai as Admin / Sales Coordinator

Sep'91-Oct'93 with M/s Eureka Forbes Ltd. (India), India as Team Leader