

AAMIR FAROOQ

Marital Status :	Married
Driving License:	UAE Valid Driving License
VISA STATUS:	UAE Valid Visa (Transferable)
Nationality:	Pakistan
Date of birth:	5-4-1978



MAINTENANCE COORDINATOR

Mob: +971(0) 504746301

Email: aamir.frq@gmail.com

A dynamic person, complete COMBINATION of building maintenance including Interiors , exteriors, Elevators, Cleaning, stockholders coordination with the capability to lead timely & successfully deliver the tasks, activities and related assignments. Successfully transferred the work flow between technical team and vendors (Malls, Hotels, Real Estates, Facilities Management).

WORK EXPERIENCE SECTOR:

- ✓ Real Estate & FM Companies
- ✓ Hospitality
- ✓ Architectures Consultancies
- ✓ Joinery, Glass & Aluminium Fabrication Companies
- ✓ Designs Firms
- ✓ Properties Authorities
- ✓ Interiors Technical Services Companies
- ✓ Interiors Fit Outs Companies
- ✓ Building Contracting Companies
- ✓ Contractors & Building Maintenance Companies

AREAS OF EXPERTIES:

Maintenance & Facilities Coordinator

Professionally A Single Person having expert as Facilities Coordinator, handling all Vendors, Supervise technical works, Maintenance In charge or Facility Management with good team player, Excellent Leadership Qualities.

- ❖ Effective Communication
- ❖ proactive & Transparent work operations
- ❖ Building Interiors & Maintenance Incharge activities
- ❖ Strong Relation among team
- ❖ Outstanding Practical Approach
- ❖ Handling , negotiations Vendors & stack holders
- ❖ Outstanding Knowledge & Experience for building Maintenance
- ❖ Delegating & Setting Goals For work completion
- ❖ Job wise Costing Expert
- ❖ Job wise Budgeting Expert
- ❖ Administrator
- ❖ Handling Emergency

STRONG GRIP FOR COMPLETE BUILDING MAINTENANCE & RENOVATION. REFURBISHMENT INCLUDING CIVIL WORKS, INTERIORS, FITOUTS, MATERIAL PURCHASING, DEALING WITH VENDORS.

➤ **February 2008 to Continue ---- BAID & AL FARAZ Building Maintenance & Facilities Management (UAE)**

- ✚ Ensures the building maintenance, cleanness, safety, security & follow-up with team to deliver the high quality services.
- ✚ Managing the materials from Supplier, Manpower, Vendors & Team to meet the three bottom lines Quality, Cost & Time to deliver the work.
- ✚ Commercial, Technical, Procurement and domestic coordination throughout the project.
- ✚ Laising with main contractor & Sub-Contractor throughout the project.
- ✚ Recruiting Labor Force according to project requirement & HR coordination
- ✚ Able to handle all Refurbishment works including complete Interior FIT OUTS (GLASS, Aluminium, Gypsum, Paint, Ceramic, Joinery, Civil and Marble).
- ✚ Able to handle the building during execution works and handle manpower, material , arranged other sources for smooth site operations
- ✚ Generating leads and excellent client coordination to meet the company's Business and growth plans and sales targets
- ✚ Identifying and winning major fit-out projects, developing intimate knowledge of project budget and responding quickly and effectively to tender.
- ✚ Able to work as a FM coordinator to build long-term relationships with strategic clients and partners and ensuring all client requests/inquiries are attended to.
- ✚ Meeting and exceeding pre-agreed targets.
- ✚ Internal Building Inspections & necessary documents and execution works

CREDENTIALS

• **MASTERS DEGREE**

ABILITIES:

- Ability to liaise effectively with a diverse range of guests and clients in an enthusiastic and highly professional manner
- Be able to speak English, Urdu , Arabic clearly, persuasively and authoritatively
- Excellent interpersonal skill, including the ability to work both independently and in a team environment.
- Excellent communication and listening skills
- Ability to be proactive and solution oriented to make sound decisions or recommendations
- Appreciation of cultural diversity