

NIKHIL.V.T

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DOB: 11 November 1989

Driving license: UAE (*manual*)

Nationality: INDIAN

Passport No: R3218790

Visa status: Residence visa

Current place of residence: Hamdan Street, Abu Dhabi



PROFILE SUMMARY

An experienced facility supervisor from a civil engineering background, with invaluable managerial experience. Highly focused with a comprehensive knowledge and understanding of various sectors such as operations, labor coordination, building maintenance, housekeeping, technical services, asset or property management and accounting. A consistent track record of successfully employing best business practices that improve efficiency, reduce operating costs whilst increasing productivity.

Areas of Expertise:

Facility management, building maintenance, space management, procurement and contract management, health and safety, asset management.

WORK EXPERIENCE

25/2022 to Till Date
Abu Dhabi
UAE

Maintenance Manager

Al Nasr General Service

Ensure smooth running of the company leading a team of technicians.

- Sets the shift schedule and assignments
- Preparing weekly maintenance schedules and allocate work
- Develops maintenance policies and procedures
- Orders tools, supplies, and equipment
- Makes sure projects stay on schedule
- Leads safety inspections at worksites
- Evaluates worksites to determine necessary maintenance work
- Ensures the team follows all company policies and procedures
- Conduct follow-ups on all maintenance and fit out projects.
- Establishing strategies to meet workload demands on time.
- Get required approvals from authorities and managements.

08/2019 – 06/2022
Kerala
India

Branch Manger Ortus Trading

Management of staff and activities of office, showroom and warehouse of a wholesale distribution company of sanitary ware.

Duties

- Oversee day to day operations.
- Ensures daily management of sales, payroll, controllable expenses, goals and company initiatives Maintain budget and optimize expenses.
- Set policies and processes.
- Managing shipping, receiving, returns and transfer of goods.
- Providing update ideas and updating showroom display and stock.
- Attends company meetings and contributes to the overall company growth and strategy.
- Effectively leads weekly management meetings and quarterly staff meetings.
- Effectively manages customer complaints in a timely and effective manner.

WORK EXPERIANCE

02/2014 – 06/2019
Dubai
United Arab Emirates

Facility Supervisor/Coordinator Sultan Bin Ali Al Owais Real Estate L.L.C

Organizing and planning essential building facilities for 18 nos high rise buildings and 22 villas. Such as **HVAC, MEP, general maintenance, elevators and escalators, fire alarm & fire fighting, general cleaning, swimming pools maintenance, landscaping, CCTV, pest control, waste management, renovations and liaise with government departments.**

Duties

- Responding appropriately to tenant's emergencies or urgent issues as they arise.
- Coordinating and leading a team or teams of staff to cover various areas.
- Responsible for the building maintenance and services.
- Conducting preventive maintenance in timely manner.
- Managing, scheduling and coordinating assigned facility management services with the out sourced companies.
- Develop and manage annual budgets by forecasting requirements and analyzing variances, data and trends.
- Comparing costs for required goods / services to achieve maximum value. Planning best allocation and utilization of space. Checking that agreed work by staff or contractors has been completed satisfactorily.
- Liaise with and source suppliers for maintenance services.
- Keeping senior management informed of all changes in my areas of responsibility.
- Coordinate with government departments such as DEWA & Municipalities when required.

06/2013 – 001/2014
RAK
United Arab Emirates

Labor Supervisor

Al Fanar Building Cont. LLC

Accomplishes construction human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling and managing employees.

Duties

- Supervising, coordinating and scheduling the daily activities of construction trades-people
- Establishing methods to meet work schedules and coordinating work activities with other departments/subcontractor/managers.
- Ordering materials and supplies.
- Training or arranging for the training of workers in job duties, safety procedures and company policies.
- Ensuring standards for safe working conditions are observed.
- Supervising, coordinating and scheduling the activities of related apprentices, helpers and laborers.

EDUCATION

2016
KHDA, Dubai

Professional Certification in Civil Engineering
Al Shabaka Technical Institute

02/2009 – 04/2013
University of Kerala
India

B.Tech Civil engineering (course completed)
Rajadhani Institute of Engineering & Technology

02/2007 – 01/2009
Kerala Board of Higher
Secondary Education,
India

Higher Secondary Education
Raja Kesavadas NSS HSS

SOFTWARES

- **MS OFFICE**
- **Tally**
- **AutoCAD**

LANGUAGES

- **English**
- **Hindi**
- **Malayalam**
- **Tamil**

STRENGTH

- Accuracy
- Ability to learn from mistakes
- Listening
- Decision making
- Goal Oriented

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge. References will be provided on request.

Place: UAE

Name: Nikhil.V.T

