#### NIKHIL.V.T +971 54 4428 443 nikhz.vt@gmail.com 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 EXPERIANCE

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

<u>e Responding</u>

- 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

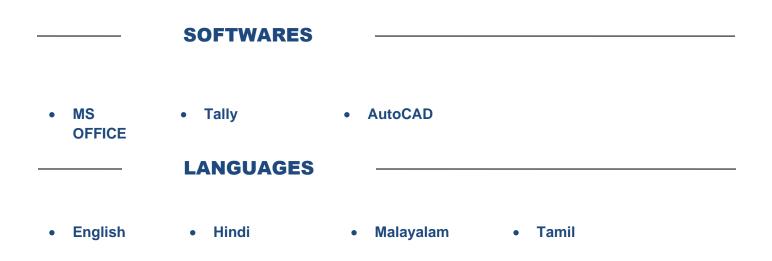
02/2009 – 04/2013 University of Kerala India

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

## Professional Certification in Civil Engineering Al Shabaka Technical Institute

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

Higher Secondary Education Raja Kesavadas NSS HSS





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