

MOHD AYAZ

FACILITIES ENGINEER/MEP ENGINEER

Work Experience: 8 Years



Visa Status: Employment Visa

Driving License: UAE No. 3 LMV License Holder



Dubai, UAE



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PROFESSIONAL SUMMARY

- A Dedicated and Results-oriented Certified Facilities Management Professional with a proven track record in successfully managing multiple residential building facilities having 8 years of extensive experience including **4 years of UAE Experience in Facility Management** with expertise in MEP Field and BTech. in Mechanical Engineering.
- Managing 2 nos. Luxury Residential buildings of Azizi Developments in Palm Jumeirah, Dubai.
- Managed 10 nos. High-Rise Residential Buildings of TriPlanet Group with a team of more than 50 Members.
- Possessing Strong Experience in Execution and Maintenance of HVAC Services.

KEY SKILLS & COMPETENCIES

- Effective and Efficient Management of Space, Infrastructure, Assets, Services and People.
- Technical Proficiency, Sound Knowledge of Building MEP Services.
- Taking a Helicopter View and Skill to analyze, Skill to act with pace and surety.
- Project Management, Cost Management, Vendor Management, Energy Management, Waste Management and Environmental Sustainability.
- Proficient in CAFM (Vortex FSM), BMS, AutoCADD, MS Office and Demonstratable IT skills.
- Communication & Interpersonal Skills, Analytical Skills, and Negotiation skills.
- Risk Management, Risk Assessment & Control Skills, Problem-Solving and Decision-Making.
- Can work under Pressure with minimal Supervision and Time Management.
- Expert in Documentation Works.
- Leadership and Team Management, Customer Service Orientation.
- Highly result oriented individual, Continuous Learning and Adaptability.

WORK EXPERIENCE

FACILITIES ENGINEER

(July 2022 – Till Present • 1 yr 5 mos)

AZIZI Developments (Legacious Facilities Management Services LLC, Dubai)

Job Responsibilities:

- Planning, Scheduling, Organizing, Implementation and Maintaining the infrastructure and equipment of building and facilities with a keen business sense.
- Managing Hard Services, Soft services, Landscaping, Building Security guard, Lifeguards, Outsourced Maintenance subcontractors, AMC, DLP, Manpower, Materials, Maintenance Tools, and Inventory to maintain smooth operation and maintenance of Building Services.
- Conducting Toolbox Talk, creating work order for reactive work and allocating PPM on vortex software to the team with proper explanation of safe work method statement, Risk assessment analysis, HSE Practices and technical assistance to the team and ensuring the work is performed with safety, quality, and timely manner.
- Performing given task as per the SLA limits and keeping in check the site KPI.
- Ensuring the building is compliant as per the Statutory and Regulatory requirements prescribed by Dubai local authorities.
- Preparing and Maintaining PPM planner, Statutory planner, Daily reports, Weekly reports, Monthly reports, incident reports, technical reports, and all relevant reports required by the Clients and ensuring record for all the documents for client audit.
- Doing walkaround across the property, preparing snag report, rectification of snags, submitting to client for issues pertaining outside FM scope and eventually preparing and sharing closure report.
- Liaising with store & procurement team for fulfilling site operation requirements outside threshold limit and for obtaining quotation as per the client request.

- Monitoring & assisting subcontractors for undertaking waterproofing or any other major renovation or refurbishment activities affecting the residents in the building premises. Also, ensuring the work completion with efficient quality and in timely manner.
- Conducting Fire mock drills, organizing medical wellness camp, Birthday Parties, Festival celebration, etc. in collaboration with Community Management for residents Welfare.
- Attending meeting with board members and portfolio manager to discuss and resolve critical building issues and propose methods or suggestions for community enhancement.
- Ensuring community Guidelines are being abided by residents and to inform the Community management team for issuance of violation notice in case prescribed community guidelines are violated.

Milestones:

- Project: Azizi Mina, Palm Jumeirah (Hotel Apartment Building)
Client : VCM Community Management
- Project: Royal Bay by Azizi, Palm Jumeirah (Hotel Apartment Building)
Client: VCM Community Management

FACILITIES ENGINEER *(Jan 2020 - June 22 • 2 yrs 5 mos)* **Elite Sports Residence (Triplanet Group), Dubai**

Job Responsibilities:

- Responsible for the efficient and effective Operation, Maintenance (PPM, Reactive Maintenance, Corrective Maintenance), Repair and Troubleshooting of the building MEP services.
- Manage and supervise the daily activities of the technical team, outsourced maintenance subcontractors, security guard and lifeguard with proper explanation of safe work method statement, risk assessment analysis, technical assistance, training and HSE practices.
- Arranging and scheduling manpower to attend all the MEP complaints received for inside the apartments and ensuring the complaints resolve with customer satisfaction to get payment.
- Attending the complaints of inside apartment for complex issues and provide technical assistance to team to resolve the issues and preparing the quotation, work method statement and technical report as per resident's request.
- Arranging material to resolve all the inside apartment complaints in a timely manner if material is not in stock.
- Coordinating and Overseeing AMC subcontractor, Ensuring the work is performed as per the Contract SLA limits.
- Arranging the quotation for the rectification of variable Jobs and follow up with procurement for LPO and ensure the work is completed as per required.
- Making regular inspections for the Utilities and MEP systems and forecast any requirements of corrective maintenance or upgradation.
- Maintaining all maintenance materials inventory, hand & power tools, requisition parts and supplies as needed.
- Preparing and maintaining all the relevant reports and documents such as work completion report, contractor service reports, material requisition, incident reports, cleaning reports, test reports, ppm schedule, work permit, work order system etc.
- Assisting Facilities Manager in all aspects and Supervise all Facility concerns when Facilities Manager is not present.

Milestones:

- Project: Elite Sports Residence, Dubai Sport City (10 Nos. Residential Building)
Client: Universal Owners Association Management Services LLC
Property Managed by: Triplanet Group Real Estate

HVAC SITE ENGINEER ❖ **Unicorp HVAC Solutions Pvt. Ltd. Mumbai, India** *(April 18 - Dec 19 • 1 yr 8 mos)* ❖ **Duracool Airconditioning, Mumbai, India** *(Jan 16 - April 18 • 2 yrs 3 mos)*

Projects:

- Willingdon Sports Club, Mumbai (Total HP 275) & Basement Ventilation
- Lodha Palava ithink B, Mumbai (Total TR 555)
- ABS Auditorium, Pune (Total HP 245)
- HSBC Software Pvt. Ltd., Pune (Low side)
- Inventive Global Solution, Pune (Total HP 40)

Job Responsibilities:

- Installation, Commissioning and Testing of HVAC Systems such as VRF/VRV system, CHW system, Electrical system, Ducting, Insulation, Ventilation system etc.
- Operation, Maintenance and Troubleshooting of HVAC systems such as Chillers, VRF/VRV System, Ductable AC Units, Pumps, Cooling Towers, AHUs, FCUs, Hi-wall AC Units, Valves, Electrical Systems etc.
- Preparing Material Submittal, work method statement, technical submittal, project Specification, any variation and taking approval from consultant and client.
- Taking approved HVAC shop drawing, MEP-Coordination drawing, BOQ from team and recheck it for execution and inform to the team and client executive if any changes occur.
- Planning and scheduling work execution as per project deadline.
- Ensuring sufficient materials, fittings, accessories, power tools, hand tools, ladder, and scaffolding are available for installation and approved by inspection department prior to installation.
- Preparing Material Requisition sheet, Good receive notes, Delivery Chalan, and ensuring the material delivered is as per project requirements.
- Arranging the sufficient manpower and ensure all of them attend safety orientation and having proper PPE's prior installation activities at site.
- Managing the subcontractor and checking the daily progress, quality of work and ensuring work is completed as per project specifications.
- Preparing Work Inspection report, Material Inspection report, Work Completion report, Measurement sheet, Variation Sheet etc. and getting approval from consultant and client.
- Attending meeting on site and inform discussed point in meeting to project engineer, Project manager & Design team.
- Preparing and sending daily progress report to the project engineer, Project Manager, project team, PMC, and client.
- Preparing final test reports, as-built drawing, operation & maintenance manuals, and handing over Documents of the project and submitting to clients.

ACADEMIC QUALIFICATIONS

- BTech. - Mechanical Engineering (**First Division with Honors**) in 2016.
Dr. APJ Abdul Kalam Technical University, Uttar Pradesh - India.

CERTIFICATION & ACHIEVEMENTS

- **Certificate in Risk Assessment & Control – Health & Safety** from Alison Online course developed by Exoexcellence Consultants on 13th November 2023.
- **Certificate in Facilities Management** from Alison online course developed by CourseFlix on 27th June 2022.
- **Diploma in AutoCAD** from CADD Centre Training Services, Ghaziabad in December 2015
- Secured **2nd position** in **JUGAD Competition** in MECHFAIR 2014.
- **Certificate of Participation** in workshop organized by GT Computer Hardware Engineering College on 3 June 2010.

PERSONAL DETAILS

Full Name	: Mohd Ayaz
Gender	: Male
Permanent Address	: Vill- Rowan , Post- Phariha, District- Azamgarh, Uttar Pradesh, India.
Linguistic Abilities	: English, Hindi & Urdu
Date of Birth	: July 02, 1993
Marital status	: Married
Nationality	: Indian
Passport No.	: N2196115 valid till August 07, 2025

Thanking you,

Mohd Ayaz