

Inayathullah Gani

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Professional Profile

Facility Coordinator /Administrator with 12 years' experience in Facility Management & MEP Engineering department company including Project management, coordinating with snag-de-snagging on mobilization sites. Currently seeing as long-term challenging opportunities for making a significant contribution towards self-growth and growth of the organization by utilizing my knowledge and skills

PRESENT WORKING EXPERIENCE



Since May-2019 to Till Date

Facility Coordinator working in the project "AMMROC" (Advanced Military Maintenance Repair & Overhaul Center) - Al-Ain

- Receiving calls from site end users through duty mobile, assigning the complaints/request to the respective team with the Reactive work orders reference number.
- Receiving emails from clients regarding complaints/request, replying to notification with work orders number.
- Creative RM / CM (Reactive / Corrective) work orders and closing after completing the work from Maximo Software company.
- Generating PPM work orders from Maximo, Segregating the work orders based on In-House/SSM & Soft Service & executing to respective teams.
- Scheduling PPM for Subcontractor scope of work as per the PPM Planner.
- Updating weekly report (Like: RM/CM/PPM) and reporting to client every week by email.
- Scanning all PPM/RM/CM work orders and uploading them into the company folders according to the categories after closing the work orders from Maximo
- Preparing monthly report related to the CAFM, reporting to the Manager/Engineer.

Additional work experienced in Administration in the time of reliver.

- Provide administrative support to Managers and operations team.
- Supporting all staff with the day-to-day requirements. Check incoming corporate emails from time to time and respond immediately when there is a need.
- In charge of preparation of PRs in Maximo & Oracle: On time execution so that there is no delay.
- On time preparation of Documents: Proposals and support documents, Work completion for variable jobs and fixed jobs for the project.
- Responsible for the process of Permit to work.
- Documents Management, tracking & Updating: Master file for variable jobs, Tracking Pending PRs, tracking pending proposals with Clients, Monitoring of AMCs and renewal initiated before expiry.
- On time correspondence with HR: Forwarding Monthly attendance register to HR Dept. Update Master Staff List, Organizational chart and follow up on all HR requirements for all staff.
- Coordinating and scheduling departmental meetings, preparing meeting agenda, follow up on attendance and recording minutes of meeting.

PREVENTATIVE MAINTENANCE Responsibility:

- Taking appointments from tenant / Client for “**Make Ready**” with their feasibility time for check-in / check-out inspection, Scheduling our team along with sub-contractors.
- Preparing quotation with company reputed margin, Sending the proposal to the tenant/client for their approval with confirmation from manager approval.
- After client/tenant approval, arranging the materials and scheduling for completion the task.
- Proposal revenue all reporting to the finance department from through company software.
- Updating the daily reports of proposal revenue and reporting to the manager.
- Maintained approx. 3000 units from Abu Dhabi (ADNP), Al-Ain, Dubai, Hydra Village, AL-Gadheer sites
- Preparing yearly PPM (planned Preventative Maintenance) schedule for all the units according to the service.
- After completing the ppm service, sending mail to client with attaching the completion job card.

Handling Company Software in the career periods

- Maximo
- SAP Implementation
- Yardi Application
- Oracle

TECHNICAL KNOWLEDGE PURVIEW

- Knowledge about PGDCS (Post Graduate Diploma in Computer Services) 1998 -1999
- Win-95, MS-Office, Visual Basic, SAD, Unix, C, C++

ACADEMICS

- B. A. - Corporate Secretary Ship the New College, Chennai, University of Madras, 1992 to 1995
- Diploma in PGDCS (Post Graduate Diploma in Computer Services).

PERSONAL DETAILS

- Marital Status : Married
- Gender : Male
- Nationality : Indian
- Langage : Urdu, English, Hindi & Tamil
- Passport No : T8194239
- Date of Birth : 18th December 1975
- Present staying : Al Ain

G. Inayathullah