



MOHAMED HASHIM MOHAMED KOKO

Date of birth: 15/06/1991 | **Nationality:** Sudanese | **Phone number:**

(+249) 910402242 (Mobile) | **Email address:** mohamed.hashim.k91@gmail.com | **LinkedIn:**

<https://www.linkedin.com/in/mohamed-hashim-6065bb137/> |

Whatsapp Messenger: +249902433170 |

Address: Sudan - Khartoum North - Shambat Alaradi - Albaraha Street, 11111, Khartoum, Sudan (Home)

ABOUT ME

I am an experienced professional with over 9 years of work experience, including 5 years in facility management sector. I consider myself a skilled and dedicated individual with expertise in managing facilities, developing maintenance plans, and delivering excellent customer service.

Based on my previous experience working in reputable institutions such as Zain and Bank of Khartoum in Sudan, I've gained valuable knowledge and skills in managing facilities and ensuring their smooth operations. My experience in handling operations, safety, and maintenance of diverse buildings and other facilities can be seen as a significant advantage over other candidates.

WORK EXPERIENCE

01/2020 – CURRENT Khartoum, Sudan

FACILITY MANAGER TOTAL FACILITIES MANAGEMENT CO. TAD

Zain Customer Care Building, Qatari Diar Residential Towers, Bank of Khartoum Building

- approves contracts and assigns service providers for maintenance, cleaning, security, parking, pest control, catering, and technology.
- manages outsourced staff in addition to supervising multidisciplinary teams.
- assures the upkeep of essential utilities including water, HVAC, lifts, generators, electrical, and heating.
- uses ERP system to manage budgets, ensures cost-effectiveness, orders purchases and schedule staff leave
- ensures that buildings adhere to environmental, health, and safety (HSE) requirements as well as regulatory restrictions.
- oversees construction projects, renovations, and upgrades.
- ensures prompt completion of preventative maintenance (PPM) and quick response to reactive maintenance (RM).
- uses CAFM system to monitor and control all activities involved in reactive and planned preventative maintenance, asset management, operational facility services, room reservations and other customer services.
- adherence to SLA and KPIs.
- guarantees excellent client service.
- writes reports and recommendations.

01/2018 – 12/2019 Khartoum, Sudan

FM SUPERVISOR TOTAL FACILITIES MANAGEMENT CO. TAD

Bank of Khartoum Building

- supervised and coordinated the day to day activities of Hard / Soft teams and ensured optimal functioning and maintenance of all building properties.
- oversaw installation, inspections, repairs, routine maintenance and troubleshooting of building systems including mechanical, electrical, fire/life safety, plumbing, and waste management.
- tracked facilities service requests with applicable system and completed requests within established timelines and quality specification.

02/2017 – 12/2017 Khartoum, Sudan

MEP TECHNICIAN + CMMS & BMS OPERATOR TOTAL FACILITIES MANAGEMENT CO. TAD

Zain Customer Care Building

- carried out MEP maintenance.

- used CMMS packages to maintain a computer database of information about maintenance operations and produces status reports.
- controlled air conditioning and monitored the building's electrical equipment by BMS system , such as : Ventilation, lifts, power system, fire system and humidity sensor.

02/2016 – 01/2017 Khartoum, Sudan

COUNTER VISA OFFICER AND AGENCY REPRESENTATIVE OODNA TRAVEL AGENCY

- greeted clients, responded to emails and phone calls, took payments, informed clients about special deals, and assisted them finishing their visa application successfully.
- submitted visa applications and conducted follow-up at the Saudi Embassy and Sudanese Labor office.
- kept up with legislation and rules pertaining to visa situations.

01/2015 – 01/2016 Khartoum, Sudan

FIELD OPERATOR SUDANESE PIPELINE PETROLEUM CO (SPPC)

- used Distributed Control System to enable monitoring and control of Pumps , Motors and Motorized valves remotely.
- carried on tasks such as : starting and stopping equipment ,take pressure and flow readings , compute and record data ,adjust valves /pressures.

EDUCATION AND TRAINING

2011 – 2014

DIPLOMA DEGREE IN ELECTRICAL ENGINEERING. Alneelain University

Website <https://neelain.edu.sd/>

LANGUAGE SKILLS

Mother tongue(s): **ARABIC**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B1	B1	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

microsoft office (Microsoft) | CAFM Systems | ERP-systems | MEP

ADDITIONAL INFORMATION

NETWORKS AND MEMBERSHIPS

Khartoum - Sudan

Founder member of Sudan Facility Management Association (SFMA) I am a founder member of the Sudan Facility Management Association (SFMA) , which aims to upgrade the Facility Management Sector in Sudan. SFMA offers training programs to anyone with an interest in the FM sector and connects them with potential employers.

DRIVING LICENCE

Driving Licence: B

CONFERENCES AND SEMINARS

Training ,Courses and Workshops

Courses :

- MEP Course online (ongoing).
- Procurement and Logistics Course.
- Personal Safety and Security Course.
- Occupational Safety and Health – NEBOSH Preparation Course.
- ISO 41001:2018 Facility Management System course.
- Certify Facility Manager CFM course.

Training :

- Training in electrical maintenance of thermal generating units 2013.
- Leadership Principles, OCT 2020.
- CAFM System Training, Jan 2023.

Workshops :

- TAD Participation on IOT workshop at Friendship Hall, Khartoum, Sudan, with the representation of Dr. Tahani Attia, The Minister of Telecommunication and Eng. Mahir Elfadil, CEO of Vision Valley.
- Facilities Management Concept, Apr 2021.
- TFM Workshop, Feb 2023.

COMMUNICATION AND INTERPERSONAL SKILLS

Communication skills -I've been more tolerant and have learned to listen to other people's perspectives as a result of managing a multidisciplinary team.

-As an FM Supervisor, I've honed the ability to teach workers in an understandable and straightforward way.

-I've learnt as a facility manager to cultivate enduring bonds with vendors and promote cooperative discussion.

Organisational / managerial skills -I've learnt how to be a proactive team player through teamwork, as well as how to be dedicated, motivated, and stick to stringent deadlines.

-While working on Preventive Maintenance, I learned to pay attention to details, prioritize tasks, and be open to new opportunities through teamwork discussions.

-Practicing a lot of maintenance difficulties in various buildings has given me new perspectives on challenges, improved my ability to analyze situations, and boosted my capacity for logical problem solving.

-As a team leader, I've developed the judgmental abilities to recognize many leadership styles and select the most productive one, whether coaching, directive, or collaborative, to maintain the quality of the job.

JOB SKILLS**Job-Based Skills**

Facility Management ,Waste Management , Contracts Negotiation , Customer Service , Preventive Maintenance , Budgeting , HVAC , Pumps , Valves

RECOMMENDATIONS

Mr. Mohamed Bakhit CEO TAD Total Facilities Management

Email m.bakhit@tadtfm.com | **Phone** (+249) 912307018

Mr. Osama Osman COO TAD Total Facilities Management

Email o.osman@tadtfm.com | **Phone** (+249) 912396537

Eng. Mamoun Abdelaaty Electrical Dep Manager SPPC

Phone (+249) 912331762