

# REHAN AHMED

Gaya, Bihar.

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## CAREER OBJECTIVE:

Looking forward for challenging and enriching role in the field of Project Management to strengthen the overall organizational performance that drives towards profits and growth.

## PROFILE SUMMARY:

Overall 3 years of experience in Facility Management. Worked in many government and private projects from scratch level as a facility engineer in Oman. Had Good Knowledge of Procurement, HVAC.

## PREVIOUS EXPERIENCE:

ORGANIZATION	AL YAFEI INTERNATIONAL LLC, OMAN
FROM	SEP 2019– AUGUST 2022
DOMAIN	PROJECT MANAGEMNT
ROLE	FACILITY ENGINEER

## RESPONSIBITLY:

- Collaborated with architects and other professionals to design and plan facility layouts, including HVAC (Heating, Ventilation, and Air Conditioning) systems, plumbing systems, structural elements, and more.
- Developed and implemented preventive maintenance programs for Plumbing, Air conditioning, cleaning, pest control, waste management, and landscaping services to ensure optimal performance and cost-effectiveness.
- Collaborated with vendors and contractors to negotiate contracts, monitor service delivery, and resolve any issues or disputes.
- Implemented sustainable practices and initiatives to reduce waste, improve energy efficiency, and promote environmental responsibility.
- Developed and maintained accurate records and documentation related to service contracts, maintenance activities, and facility inspections.
- Provided training and guidance to junior staff on proper procedures and protocols for soft service management.
- Client Interaction, Site Handling, Provide the request status on time to time.
- Site visit for ensure the work progress and quality of work.
- Daily reporting of project work to the client and Top management.

**PREVIOUS EXPERIENCE:**

ORGANIZATION	WIPRO BPO
FROM	APRIL-2019 - JULY-2019
DOMAIN	TELECOM PROCESS
ROLE	CUSTOMER SUPPORT EXECUTIVE

**RESPONSIBITLY:**

- Provided solutions of customer queries on call.
- Logged complaints and raised tickets for them.
- Escalate the complaints to the responsible departments.

**EDUCATION:**

2017	B.E Mechanical Engineering	Anna University, Chennai	67.3%
2013	HSC	BSEB	60.4%
2011	SSC	CBSE	70%

**SKILLS:**

- MS Office
- Power Bi
- AutoCAD

**STRENGTH:**

- Problem-Solving Skills
- Positive Attitude
- Quick decision making
- Management skills

**PERSONAL DETAILS:**

- Date of Birth : 12/08/1996
- Gender : Male
- Passport Num : P5646038
- Marital Status : Single
- Languages : English, Hindi and Urdu
- Nationality : Indian

**DECLARATION:**

I hereby declare that all the information given above is true and correct to the best of my knowledge.

Date:

Place: Gaya, Bihar.

(Rehan Ahmed)