

**Tameem Ansari.**  
**Facilities Engineer.**  
**Actively seeking a job**  
**Total experience – 18 years. ( Gulf 14 years )**  
**Current Location – Nagapattinam, Tamilnadu, India**  
**Mobile: 0091-9360277226.**  
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❖ **Career Profile:**

Qualified engineer with more than 18 years of core experience in facilities management and engineering maintenance of metro rail depots, hotels, commercial, and residential buildings. Expertise in facilities management, facility services, MEP, civil, HVAC, fire fighting, fire alarm, CCTV, public health services, emergency lighting, BMS, access controls, etc.

❖ **Key Skills :**

HVAC maintenance, electrical maintenance, plumbing maintenance, civil maintenance, preventive maintenance, corrective maintenance, facilities management, facilities operations, building services, building automation, customer service, office administration, strategic planning, contract management, energy management, sustainability, occupational health and safety, and employee management

❖ **Educational Qualification.**

Diploma in Mechanical Engineering, Brilliant Industrial Training Institute, 1996

❖ **Professional Experience:**

<b>Company</b>	<b>Project</b>	<b>Designation</b>	<b>From</b>	<b>To</b>
Mitsubishi Heavy Industries, Doha, Qatar	Doha Metro Rail Depots	Facilities Engineer	July 2019	April 2023
GSK Group, Djibouti, East Africa	Residential and commercial buildings	Facilities Engineer	July 2016	Dec 2018
Duserve Facilities Management Services (DWC), Jumeirah Lake Towers, Dubai, UAE	Damac Properties, Lake Terrace High Rise Building	Facilities Engineer	Nov 2011	April 2016
ETA Star Hospitality, Dubai, UAE	ETA Star Metro 4 Star Deluxe Hotel, Al Barsha Star Metro Hotel	Engineering Supervisor	Oct 2007	Nov 2009
Al Yamama Facilities Management Services, Saudi Arabia	Radar Station Buildings, Residential Villas	HVAC Supervisor	Dec 2002	Sept 2007
Trident India PVT Ltd. Chennai, India	IBM Software Company	HVAC Supervisor	Nov 2000	Nov 2002

❖ **Professional Experience Summary:**

- Managed facilities for properties, projects, services, operations, and maintenance. Organized the day-to-day facility management requirements of the company.
- I followed the daily check list, preventive maintenance list, and reports.

- I have expert knowledge of the various issues surrounding facility management, including corrective and preventive maintenance, inspection, and keeping facility operating costs to a minimum.
- Prepared a 52-week PPM schedule and a monthly PPM schedule with a daily plan for MEP assets.
- Related to MEP assets updated on PPM and corrective maintenance records in Pirana, CAFM, and Maximo software.
- Monitored PPM activities and ensured PPM activities were completed as per standard procedure.
- As per the requests received from tenants, I coordinated and completed or solved them accordingly. Additional requests are complete with quotations.
- In the railway project, I understood all aspects of safety issues and sorted out related issues to avoid service effects on railway operations.
- Maintained regular attendance in compliance with ETA Star Hospitality standards as required by the schedule, which will vary according to the needs of the hotel.
- Handled guestroom maintenance requests in a timely manner.
- Maintained all records and followed daily check reports, work orders, work reports, preventive maintenance reports, material requests, purchase requests, petty cash, payment requests and approvals, etc.
- Under my responsibility as Document Controller and Data Entry Operator, I maintain all documents of tenants, contracts, requests, payments, POs, and all expenses, maintain all records, and update status. Issued electrical bills and notices.
- Responsible for petty cash and expenses, providing support to the budget, and updating all expenses.
- Coordinated with third-party inspections and certifications of elevators, escalators, BMUs, and boom lifts.
- Conducted regular work reports on facility operations and explained the details to the facility property manager of implementing the department work programs concerning facility operations areas.
- Prepared the monthly facility reports.
- I maintained files of and was familiar with all operational manuals and warranty agreements for equipment.
- Responsible for maintenance of HVAC, electrical, mechanical, and plumbing, civil, generator, gypsum, painting, carpentry, fire alarm, fire fighting, telephone lines, CCTV, network cables, door access control, gate barrier, pedestrian, PA system, BMU, cleaning department, concierge, security, pantry requirements, office requirements, facade cleaning, pest control service, sanitizing service, irrigation, car parking management, and environment.
- Ensure that the swimming pool and spa are in compliance with area health codes.
- Followed all service contracts for lift, HVAC, generator, fire and safety, gate barriers, pedestrians, sliding doors, BMU, pest control, facade cleaning, daily garbage collection, central battery system, swimming pool, Access control, BMS, etc.
- Followed site renovation work and fit-out work and contractors to complete as per approval design.
- I assisted in HVAC, mechanical, electrical, and plumbing services, collaborated with the service engineers in planning, budgeting, and management, and allocated the resources for all aspects of maintenance activities by covering building services including HVAC, mechanical, electrical, and plumbing.
- Managed and monitored the MEP team supervisors and technicians.
- Ensure that employees are at all times attentive, friendly, courteous, and helpful to guests, all other employees, and managers.
- Developed the annual work plan and budget for company strategic directions and managed implementations.

- Adhered to budgeted or re-forecasted expense allotments using proper procedures for all purchases and kept all necessary items stocked.
- In events and emergencies, respond quickly and effectively to unanticipated high workloads with flexibility.
- Carried out 24-hour on-call responsibility for incidents and emergencies within its section.
- Provided suggestions and guidance to the HVAC, mechanical, electrical, and plumbing services so that the team could improve on existing procedures and work instructions, system modifications, and new works being planned and implemented.
- Provided training, technical support, and guidance on MEP services within the Engineering and Maintenance Department.
- Coordinated with the training department for staff's other training requirements.
- Coordinated and completed the HSE department site observation reports.
- Ensured the implementation of HSE requirements in the facilities.
- Ensure the system is connected to the civil defence and maintenance schedule per the high standards and procedures.
- Ensured that all statutory requirements of the building were updated as per the authorities' requirements.
- I applied for a permit to enter the metro rail depot to attend PPM and corrective maintenance on MEP assets.
- Troubles were shouted, diagnosed, and provided technical support for the operations of maintained assets.
- I attended all technical coordination meetings regularly.
- Attended monthly all-employee meetings and any other functions required by management.
- Maintained management information systems to allow analysis and audit of maintenance functions.
- Communicated with multiple suppliers and prepared an approved vendor list.
- Maintained AMC schedules and arranged POs with suppliers.
- I ordered the required spare parts for MEP equipment and maintained the minimum stock inventory.
- Carried out other tasks as directed by the management.

#### ❖ Trainings.

- Time management skill training
- Master Training from LG Air Conditioning
- Fire fighting training from Euro link Safety Services
- First Aider, NEBOSH-Level 3.
- MS Office.

#### ❖ Personal Profile.

- The address is 12A Cooper Street, Nagapattinam, India 611001.
- Nationality: Indian.
- Religion: Islam.
- Marital Status: Married [Children: Three daughters].
- Passport No.: P2435452.
- Passport Expiry Date: 05/02/2027
- Languages known: English, Arabic, Tamil, and Hindi.