

Covering Letter

From,
Saleem.
Gandhi Nagar,
Batlagundu. Dindugul District.

To,
The Manager,
Gainup Groups,
Batlagundu.

Application for the post of: **Suitable Position- Engineering Maintenance /Facilities – (26 Years' Experience in UAE)** (Certified Facilities Manager- Abu Dhabi Council Vocational Technical Training College)

Dear Madam / Sir,

Greetings!

1. Provide the Trust, transparency, Safe and secure Environment of Stakeholders /Tenants/ Contractors / Vendors / Management/ Suppliers and society with CSR Policy.
2. Experience with Project management, Designing and consulting team. Handled Iconic projects, Construction based FM experience. Fit out and Refurbishment Skills.
3. BMS, HVAC and Mechanical, Water management, Electrical &Power Plant, Life Safety, Security, IT, Network and Specialist System management experience.
4. Held the position of Facilities Engineer and Inspector in iconic projects, Mobilization Skill in Hard and Soft Services.
5. Handled large scale of manpower, maintained schools facilities. Name of the schools is Emirates National Schools Owned by His Highness / Ruler of UAE. <http://www.ens.sch.ae>
6. Handled Hospital facilities. Name of hospital called Sheik Shakbout Medical City familiar name SSMC. Rank in #1 at Middle East. <http://www.ssmc.ae>
7. Never stopped my learning skills, up to date technologies handling, improve the building facilities efficiency, performance and sustainability with SOP.

Thanks with Regard's

Saleem

Curriculum Vitae

Saleem. H
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Contact: 93618 81490

Application for the Post: **Facilities Manager**

Name of the Organization	Position	Duration
Etisalat Facilities Management	Facilities Engineer	Dec-2018 to Jan- 2025
OCS Emirates Facilities Management	HVAC and Mechanical Supervisor	April-2017 to Nov-23- 2018
Etisalat Facilities Management	MEP Supervisor	Feb-2012 to April-2017
Etisalat Telecommunication Corporation	Senior Technician HVAC and Mech.	Oct-2003 to Feb-2012
Al Murad Group	Technician HVAC and Mechanical	Jan 1998 to Oct-2003

EXPERIENCE AND SKILLS:

- 1.1 Measure and evaluate the performance of Integrated Facilities Management Service Providers.
- 1.2 Perform audits on Planned Preventive Maintenance Correct & Reactive Maintenance, Reinstatement Services and Inventory Management performed by Service Providers.
- 1.3 Review job plans and suggest improvement measures related to maintenance considering optimization of operational expenditure.
- 1.4 Engaged in budgeting, evaluation and execution of CAPEX and OPEX activities.
- 1.5 Responsible for Energy Management. Responsible for ISO 50001:2011 Energy Management system external audits (conducted by certification body LRQA) and internal audits. Project management.
- 1.6 Prepare scope of works for Integrated Facility Management contracts/ Service Provider.
- 1.7 Prepare and present monthly FM report highlighting the performance based on SLA and KPI compliance as per contract.
- 1.8 Provide technical support to Property Management teams for optimized FM operations in the communities.
- 1.9 HSE- Risk Assessment, Elimination plan and ensure the Civil defence Plus Authorities approval.
- 1.10 Operation and Maintenance. HVAC and Mechanical, BMS, E&PP, Water Management, Public health Systems, Life Safety and Specialist systems management.
- 1.11 Staffs/Team /People Management.
- 1.12 CMMS and Technologies Management.

ASSETS MANAGEMENT AND MAINTENANCE:

- HVAC (District Cooling Plant, Centrifugal Chillers, Air, water cooled chillers, VRF and DX units)-ASHRAE-Standard
- Air Distribution system (AHU's, FAHU's, FCU, VAV, CAV.,etc)- ASHRAE Standard
- HV, LV, ELV (ATS, Capacitor bank, MBD, SMDB, FDB, LCS, Genset, UPS etc.). TNEB- Policy
- Water management (Hot and Cold Water, tanks, Transfer, Booster, circulation pumps, Calorifier, Filters and RO systems)- Municipal Department Policy
- Public health System (Sump Pumps, Grey water, Sewerage and waste water)- Municipal Dept., Policy.
- Civil Defense rules and regulations Awareness and requirements. BMU management.
- Irrigation and Landscaping Etc – Local Government Municipal regulations
- Waste Management – Local government policy and Regulations.
- PPM, RM, CM Job planning and Forecast, Estimation, BOQ., Etc.

SPECIALIST SYSTEMS, LIFE AND SAFETY: CONTRACTORS MANAGEMENT STATUARY AND MANDATORY COMPLIANCES:

- Elevators, Escalator and Dump waiter, TPI and Load Testing.
- Firefighting, Fire Hose Reel, Fire Extinguishers and Fire Suppression Systems.
- Fire Alarm, Optical and Thermal detectors/ Control Panels.
- CCTV and Servers.
- Access Controls, Parking Management etc.
- Equipment test such as, Boom lift, Man lift, Spider lift and BMU. Maintenance and Certificates.
- Environment Safety such, Noise level/ Lux level and Illumination test Monitoring.
- Pools/ Water Features Water Tank cleaning, disinfection Test / Legionella Analysis.
- Portable Appliances Test, Calibration Etc. If any other systems depends on project and Services.

BUILDING MANAGEMENT SYSTEM (BMS):

- Supervise the contractor to make all third party co-ordination including the suppliers in order to generate a full proof working BMS system at its extreme end of well controlled and secured Automation, user friendly mechanism. Such as Interface details of Mechanical and Electrical assets.
- Ensure the design and parameters.

FLEET MANAGEMENT:

- Maintain the schools transports, fuel economy, timings, Staffs and ledgers.

INSTALLATION, TESTING & COMMISSIONING

- Conducting installation, testing & maintenance of various equipment's.
- Preparing layouts for the project as per the process and material flow needs.
- Foreseeing performance bottlenecks and taking corrective measures to avoid the same
- Ensuring effective site management and discipline to ensure safe execution of the projects.
- Ensure approved material list and DLP, Snag and De snag verification

CIVIL AND STRUCTURAL

- Structural and Civil works. Estidama rules and regulations- Go Green Building standard.
- Building code procedure land Authorities and approval and Municipal Dept., Procedure. RERA Regulations. Construction, Installation, Testing and Commissioning Experience.
- Understanding building structural plan, General arrangements.
- Signages, Evacuation plan, exit doors, MEP floor, shafts and rooms, Providing area, Sub stations, Assembly Points for run smooth operation

SOFT SERVICE MANAGEMENT

- Cleaning the building area and facilities as per Bics standard.

PROCUREMENT MANAGEMENT

- Managing the overall procurement of raw material and streamlining the system and procedures, effective inventory control for ensuring ready availability of materials to meet the targets.
- Advance planning and budgeting of purchase functions, involving cost estimation & finalizing for purchase of all technology parts, raw material, capital goods.
- Coordinating incoming and outgoing materials and its complete record keeping
- Fast moving, Slow moving and Critical Material list. STD, NSTD additional activities update

Qualification

- Credential : Diploma
- Duration : Two Years
- Discipline : Mechanical
- Act Apprentice : Madura Fabrics
- Duration : One Year

Software Skills:

- CAFM
- Maximo
- Aconex
- Zutec and Microsoft tools

Facilities Management Qualification:

Add. Qualification: CFM- ACVTEC- UAE.
Industry : Facilities Management
Duration : One Year

Languages:

Tamil, English and Hindi

Personal Profile:

- Religion : Islam
- Date of Birth : 05-Sep-1967
- Marital Status : Married
- Contact : 93618 81490
- Mail id : haniffasaleem@yahoo.co.in

Permanent Address:

2/874 A- Kannimar Kovil Street,
Gandhi Nager,
Batlagundu.

Note: My native is Batlagundu and Engineering field is my passion. Always I keep my surrounding in good environment with right peoples. If I get chance to join with your organization, surely I will do my best.

I am physically and mentally fit for the job. Salary is not a matter.

Thanking You!

Date: July- 2025
Place: Batlagundu.

Regard's

Saleem .
