



Mr. Mohammed Riyas Alavi

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Summary

Facilities Coordinator / Projects In charge with a proven track record of implementing preventive maintenance, tracking systems and work order system.

Facilities Specialist with 5+ years in Projects Coordinating, repair and maintenance. Organized record keeper with strong interpersonal skills.

Career Profile

Projects Coordinator (July 2015 to Present)

Gulf Landscape & Irrigation Systems LLC. (Al Khayyat Investments Group)

- Performed short term and long term planning for the project.
- Maintain and manage physical asset and storage site inventory.
- Assist the PM in the drafting and issuance of project proposals, tenders, budgets, cash flows and preliminary schedules.
- Prepare project organization and communication charts.
- Attend client meetings and assist with determination of project requirements.
- Effectively and accurately communicate relevant project information to the client and project team.
- Inspect entire buildings to identify general corrective maintenance as necessary for proper maintenance and operation of various equipment, fixtures, etc..
- Ensure to maintain and continue operation of mechanical systems like HVAC systems, boiler, fans, generators, electrical switch gear and UPS systems.
- Coordinate preventive maintenance and repair programs on all building mechanical infrastructures.
- Update and maintain records to track maintenance and repairs.
- Direct and manage any facilities emergencies if any.

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Productions In charge (June 2014 to July 2015)

Premier Furniture Industry. (RESTONIC - Mattress)

- Making sure that mattresses are produced on time and are of good quality.
- Managing the movement of goods into and out of production facilities.
- Ensuring the health and safety of all employees and visitors to the facility.
- Identifying staff training needs.
- Introducing innovative manufacturing processes.
- Acting as a liaison between company executives and front line production staff.
- Reporting to the General Manager on a regular basis.
- Maintaining the company's facilities within budgetary guidelines.
- Generating production orders.
- Investigating cases of a drop in quality.

Project Engineer (June 2012 to May 2014)

Design Concepts Interior Decoration LLC.

- Working to a brief, which details what the space will be used for.
- Inspecting and surveying sites.
- Negotiating fees and setting schedules for the project.
- Specialized in Gypsum drywall and Ceiling works.
- Drafted action plans, led meetings with department executives to review project status, and proposed changes.
- Collaborated with cross-functional teams to draft project schedules and plans.
- Monitored team progress and enforced deadlines.

Projects In charge (July 2011 to June 2012)

Zenith Cyber Technical Services L.L.C

- Accountable for completing sales objectives and general quality of service.
- Perform marketing calls to reserve meetings with prospective clients.
- Sent follow-up marketing materials and build follow-up calls/monthly until relationship is recognized.
- Carry out client presentations expressing the value plan of Layouts, solutions, and service offering.
- Provided base level IT supports to company personnel.
- Built and maintained successful relationships with sub-contractors and customers.

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Business Development Executive (November 2010 to July 2011)

Micronet Technology L.L.C

- Expert in a cold-calling, negotiating contract, consultative selling.
- Produced costs opportunities to support repeat sales.
- Determined extra account prospective through the other product brands, places, and sections.
- Offered management with the suggestions for developing volume, market popularity and cost levels.
- Exceeded targeted sales goals by 90%.

Field Engineer & OMD Coordinator (October 2009 to November 2010)

Du. Telecom

- Handle the tasks of identifying, troubleshooting, and maintaining multiple networking systems.
- Comprehensive knowledge of wiring standards, monitoring and maintenance of networking systems.
- Assigned the tasks of preparing reports of network problems at customer site.
- Assigned responsibilities of assisting senior field engineer in the implementation and evaluation of network system topologies.

Field Coordinator & Team Leader (World Health Survey) (Jan 2009 to October 2009)

Ministry of Health

- Handled the tasks of developing and training a team for a health survey.
- Provide direction as well as assist the surveyor in the field.
- Responsible for recommending, selecting and locating the right customers for surveying.

Field Promoter (Al Ansari Exchange & UAE Exchange) (March 2008 to Jan 2009)

Western Union.

- Explain and demonstrate services to encourage customers to buy products and use services.
- Conduct workshops for team members to enhance their skills.

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Educational Qualification

- Currently pursuing MBA from Manipal University - Dubai.
- B.B.A (Bachelor in Business Administration) Calicut University - Dubai (2011).
- 2008 – Higher Secondary Certification from New Indian Model School - Dubai.
- 2006 - Secondary Certification from New Indian Model School - Dubai.

Technical Skills

- Expert in Oracle **Aconex** & Primavera **Unifier** (cloud-based Project management software)
- Experienced in trouble shooting software and hardware problems.
- Microsoft Office Suite expert.
- Experienced in networking.

Personal Information

Place of Birth	:	Dubai
Date of Birth	:	08/09/1990
Nationality	:	Indian
Marital Status	:	Married
Visa Status	:	Employment visa (Transferable)
Language known	:	English, Arabic, Hindi, Malayalam and Tamil.

HOLDING A VALID UAE DRIVING LICENSE.

I do hereby declare that the above given details are true to the Best of my knowledge.

Mohammed Riyas Alavi