

OBJECTIVE

- Highly skilled professional with expertise in independent work, team collaboration, and verbal communication. Strong analytical and troubleshooting abilities, specializing in technical problem determination. Experienced in business operations, team leadership, and process improvement. Adept at optimizing workflows, enhancing efficiency, and ensuring seamless administrative functions. Self-motivated with a proactive approach to problem-solving, excelling in fast-paced environments with minimal supervision.

CORE COMPETENCIES AND SOFT SKILLS

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| • Operations & Maintenance (Preventive & Corrective) | • Problem-Solving & Troubleshooting |
| • Facility Planning & Space Optimization | • Leadership & Team Management |
| • Vendor & Contractor Management | • Communication & Negotiation |
| • Budgeting & Cost Control | • Attention to Detail & Compliance Adherence |
| • Health, Safety & Compliance (OSHA, Risk Assessment) | • Adaptability & Multitasking |
| • Energy & Sustainability Management | • Customer Service Orientation |
| • Workplace Security & Access Control | • Time Management & Prioritization |
| • Project Management & Process Improvement | • Decision-Making Under Pressure |
| | • CMMS & Technology Integration |
| | • Asset Lifecycle Management |

WORK EXPERIENCE

RETAIL SUPERVISOR (AUTOMOTIVE)

IMALCO, QATAR

12/2023 - 12/2024

- Managed daily facility maintenance and ensured compliance with operational standards across retail branches.
- Provided administrative support, overseeing safety compliance, vendor coordination, and inventory management.
- Conducted branch and warehouse inspections, ensuring adherence to regulatory and safety standards with detailed reporting.
- Developed and implemented staff training programs to enhance workforce competencies and operational efficiency.
- Oversaw security protocols, managed facility budgets, negotiated vendor contracts, and conducted cost analysis for cost-effective operations.
- Maintained inventory control systems, ensuring timely stock replenishment and reducing shortages.
- Led sales-driven initiatives, training teams on promotional offers to enhance product visibility and increase revenue.

FACILITY ENGINEER (GENERAL MAINTENANCE)

AVEN TRADING AND CONTRACTING WLL, QATAR

03/2018- 12/2023

- Coordinated daily facility maintenance and repair operations, overseeing building and grounds upkeep.
- Managed staff responsible for installation, inspection, and compliance with safety and operational standards.
- Monitored and tracked facility service requests, ensuring timely resolution and adherence to quality standards.
- Developed and implemented team policies and procedures to enhance operational efficiency.

- Resolved technical issues and provided recommendations for approval, ensuring seamless facility operations.
- Directed refurbishment projects to improve facility aesthetics and functionality.
- Managed vendor relationships to ensure cost-effective service delivery and compliance with SLA agreements.
- Scheduled and coordinated preventive maintenance activities to minimize operational disruptions.

MAINTENANCE SUPERVISOR

POWERON INTERNATIONAL TRADING AND CONTRACTING, QATAR

12/2016 - 03/2018

- Monitored maintenance priorities and allocated labor resources to meet operational demands efficiently.
- Developed and implemented Standard Operating Procedures (SOPs) to ensure consistency, compliance, and quality control across all facility operations.

EDUCATION

B-TECH MECHANICAL ENGINEERING

**AL - AZHAR COLLEGE OF ENGINEERING AND
TECHNOLOGY (MG UNIVERSITY) - INDIA**

2012 - 2016

AISSCE - SCIENCE (CBSE)

INDIAN ISLAHI ISLAMIC SCHOOL - ABUDHABI, UAE

2011

AISSCE - GENERAL (CBSE)

CSM CENTRAL SCHOOL, CBSE - KERALA

2009

CERTIFICATION

- GREEN GULF INTERNATIONAL CONSULTING AND TRAINING DOHA, QATAR. CFM (Certified Facility Manager) - pursuing
- Industrial Training at FACT Udyogmandalam Division Ernakulam, Kerala.

PERSONAL ACHIEVEMENTS

- Won UAE CBSE CLUSTER BADMINTON TOURNAMENT and Participated in CBSE NATIONAL BADMINTON TOURNAMENT held in Mohali, INDIA at 2009-2010.

TECHNICAL SKILLS

- Microsoft Office
- Autodesk Autocad
- Windows XP/Vista/7/8/10

PERSONAL INFORMATION

- Nationality : Indian
- Languages : English, Hindi, Tamil, Malayalam, Arabic(written only)
- Valid Qatar Driving License (International)
- Date of Birth : 23/07/1993