

# MUFEED VK

## PROFILE:

MBA qualified professional with 15 years of UAE & KSA experience in Company Housing, Property Management Facility Operations, Administration, Leasing and Operations Group Support Services within reputed corporations like Al Futtaim, UAE & Riyadh Metro FLOW Consortium. Organized, Problem Solving, Team player with excellent Work Experience

## CONTACTS



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Riyadh, Saudi Arabia



## ACADEMICS

**Master of Business**

**Administration- MBA University**

of Kerala, India



## SKILLS

### ➤ Company Housing

- 500+Flats in different locations

### ➤ Property Management.

- FM, Residential

### ➤ Leasing

- 500+Residential & Commercial

### ➤ Administration

- Admin, Procurement, Budgets, Govt Relation, Security, Fleet

### ➤ Labor Accommodations

- 4000 Staff in different locations- Complete Operations

### ➤ Human Resources

- On boarding, Off boarding, Support Services of HR

### ➤ Employee Welfare

- Engagement Activities, HSE in Accommodations, Welfare

## WORK EXPERIENCE



RIYADH  
METRO  
OPERATOR

### Facilities Management- Accommodation Manager

**November 2019- Till Date**

**Working for FLOW Consortium of RIYADH METRO led by Alstom, Hitachi, Ansaldo STS**

- Responsible for the overall management of the company's managed properties
- Oversee all the maintenance of the Properties, Periodic maintenances
- Manage the staff in Facilities at site for day to day operations
- Lead procurement with Major Subcontractors, including implementation
- Manage the staff Accommodation, providing staff allocations as per the grades
- Manage the facilities, prepare RFQ, RFP Technical Evaluations for Properties, Accommodation & Transportation Facilities. Handle Transportation of Staff on Acting role
- Manage all contractors, vendors for Properties, Quotation approvals, Works Inspections
- Manage the implementation of the staff accommodation third party solution on behalf of FLOW.
- Ensure that the third-party service provider meet KPIs.
- Carry out regular reviews of contract performance against budget and plans.
- Provide training, support, and guidance to the sub-contract team members
- Discuss any additional spend within the Property within budget with the FM.
- Manage the Accommodation Property as per directions from HSEQ Department, implementation of all HSE guidelines in staff accommodations
- Facility Management and acquisition and negotiation of contracts and quotations
- Monitor the performance of hired contractors to ensure efficient performance of duties
- Identify and address arising tenant issues/complaints
- Provide owners with periodic updates and reports on the status and condition of a property
- Coordinate with Mobility team/HR team for Staff Onboarding and Off Boarding.
- Manage the Operations of Facility Department on day to day basis and feedback to Management



### Group Housing Manager, Al Futtaim Group Dubai, UAE.

**August 2008 – Feb 2016**

- Responsible for all accommodation requirements of Al Futtaim Group in UAE
- Manage lease agreements with landlords/agents, Real estate companies-Manage day-to-day operations of leasing, Responsible of Leasing vacant spaces according to leasing strategy.
- Manage all the staff accommodation across UAE including Apartments, Villas, Labour camps.
- Handle property maintenance for company owned and leased properties
- Prepare weekly and monthly reports on the status and performance of leasing activities
- Implement all the necessary documentation required in the fulfillment of activities such as leasing, renewals, moving in, moving out and property maintenance
- Create and manage budget for various FM related expenses, manage FM contracts.
- Involved in all aspects of day-to-day operations of the property including FM maintenance, tenant relations, maintenance and repair, security, soft services etc
- Manage the department within the allocated budget
- Provide housing forecasts, budgets and related plans to Senior management and Group HR Dept.
- Manage procurement of all goods & service contracts related to company housing requirements of Al Futtaim Group. Manage RFQs, bidding, vendor selection, contract awarding process
- Handle staff grievances, complaints, payroll queries related to HRAs
- Coordinate with Finance for budget preparations for leasing, procurement, contract management, planning of housing forecasts, set budgets for property acquisition or leasing
- Coordinate for On boarding and Off boarding of staff to ensure smooth transitions of staff happens always.
- Active participation in staff welfare activities, health safety and hygiene improvements in staff accommodations. Manage staff inductions, Conduct Building Community meetings, programs
- Work with the senior management team to promote a positive culture throughout the business and to organize colleague welfare activities
- Recruitment of staff, managing staff at both back office and at site
- Ensure adequate support and guidance is provided to the business on employee relations matters such as grievance handling, discipline, employee separations etc.
- Conduct annual performance appraisal to review employees' work performance



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*Work experience continued.....*

## EXPERIENCE SNAPSHOT

ACCOMMODATION MANAGER, FACILITIES DEPT, FLOW, RIYADH METRO  
GROUP HOUSING MANAGER, UAE- AL FUTTAIM Group Dubai.  
SENIOR ADMIN & HR EXECUTIVE, AL WASIT Group, Sharjah, UAE  
ADMINISTRATION OFFICER, Jassim Al Ahli Trading, Dubai, UAE

November 2019- Till Date  
August 2008 – Feb 2016  
September 2006 - Sep 2007  
July 2003 –January 2006



## PERSONAL DETAILS

- Nationality: Indian
- Marital Status: Married
- Visa Status: Currently employed in KSA.
- Driving License: UAE, KSA, India.



## LANGUAGES

- English
- Arabic Speaking
- Hindi, Urdu
- Malayalam
- Tamil



## AWARDS

- Exceptional Efforts Awards- Al Futtaim Group HR



## COMPUTER SKILLS

- Ms Word, Ms Excel, Ms PowerPoint,
- Ms Outlook, Basic SAP HR
- Customized HR Software



## TRAININGS

- Building Supervisors Fire Safety
- Customer care in Workplace



## Senior Admin & HR Executive, Al Wasit Group, Sharjah, UAE September 2006 - Sep 2007

- General supervision of Office and Housing Facilities, Security issues. Co-ordinate with accommodation supervisor for accommodation arrangements and transportation services.
- Duties related to supervision of basic office management, admin functions, make sure day to day functions are run smoothly. Supervise department secretaries, Admin and HR assistant and follow-ups as per request from reporting manager. Update employee files and retrieve data for HR functions
- Service agreements for the company like office equipments, car rentals, transportation agreements etc
- In charge of Vehicle fleet, issues related vehicles
- Passport Control, Issues related to leave, status change of employees, maintenance of temporary & permanent employee files.
- Property management – In charge of facility management contracts with external vendors
- Purchase of Fixed Assets, Stationeries for the company. Review & decide for new purchase requests



## Administration Officer, Jassim Ahli Trading, Dubai, UAE July 2003 –January 2006

- Primary duties were to run the office administrative&, Operational activities of the organization under minimum supervision.
- Interact with governmental bodies for the smooth functioning on the company.
- Document controlling, filing of all company's documents/records.
- Complete in charge of Office administration including purchase of supplies, maintenance of premises, cleaning, security, interact with accommodation supervisor for accommodation of employees
- Answer telephonic enquires, emails from clients. Assist the Manager in Admin &HR related duties, policy implementation
- Maintaining employee database, leave applications, salary records, recruitments for junior level candidates, completion of recruitment cycle, and induction of employees, attendance monitoring etc
- Represent the company for corporate meetings, auctions etc
- Assist in import procedures, shipping clearances, marketing activities like promotions, company brochures, etc
- Execution of office and accommodation leases, negotiation with landlord
- Handling of company assets including vehicle fleet, office equipments etc
- developing and implementing new administrative systems, such as record management
- Recording office expenditure and managing the budget

## REFERENCES:

♦ Will be furnished upon request.