







**MANZOOR RAHIMAN.K**

**Civil Engineer/Facility Coordinator**

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## Career Objective

Civil engineer with 6 years of experience to build a career with a leading corporate organization, which is professionally managed and growth oriented, where I can utilize my professional knowledge, skills and abilities in a challenging and rewarding capacity

## Education

- **B Tech – Civil Engineering from Anna University, Chennai, Tamilnadu**

## Work Experience

**Product architect /facility engineer**  
**Universal Hospital, Abu Dhabi**  
**Jun 2017 - Present**

### **Responsibilities:**

#### **Product Architect**

- Creating building designs and highly detailed drawings by using specialist computer aided design applications.
- Preparing Architectural drawings, fit out, shop drawings, Detailed Drawings, presentation drawings etc.
- Submission to various government authorities for approvals.
- Supervising the construction work (Set out, Excavation, Filling, PCC, RCC, Shuttering, Bar bending, masonry, plastering, etc.) ensure that the work is as per the project specification.
- Site measurement and billing in terms of contract agreement.
- Involved in planning and coordination for the cost programming, scheduling, costing, arranging resources, and assisting in monitoring the project in the planning cell.
- In detail experienced in studying the drawings and quantity calculations for the scheduling, collection of various inputs for estimation, rate analysis in tendering/ submission activities and contract management for extra/ variable items.

- Monthly reconciliation and monitoring the requirements, assisting the site planning team for contracts management activities, cost controlling, data collection and preservation for the future reference etc.
- Project Planning and Management.
- Site Visits and coordination with contractors and other departments such as electrical, plumbing, HVAC, Lift etc.
- Procurement of items, Contract of Projects and Bill Verification.
- Coordination and Progress reports.

### **Facility Coordinator**

- Supervising and coordinating the various facility activities and ensuring a safe work environment for all the technicians in the facility department.
- Planning and timely completion of the preventive maintenance and corrective maintenance of various utilities in the building
- Identifying and performing root cause analysis for the repeated facility issues and identifying feasible solution to prevent them
- Identifying the teams weakness and providing necessary training both technical and occupational safety related to ensure a sound and secure working force in the facility team
- Coordinate with mechanical, civil, electrical, Architects engineers and contractors, discussion technical aspects for efficient planning of the project.
- Coordinate with contractors for fast progress work onsite for various projects and Planned Preventive maintenance on time.
- Maintaining contract services such as AMC and CMC.
- Coordinate inspections for quality control and Quality assurance program for various facilities (Electrical, Mechanical, Plumbing, Lifts, Housekeeping, Linen, Laundry, Transportation and vehicle parking etc.) in the hospital.
- Documentation of the day to day activities and all the facility related process as per the safety standards such as (OSHA) and International standards (Joint Commission International).
- Coordinate and monitoring housekeeping staff and supervisors for keep clean the hospital premises
- Coordinate with waste collection team to ensure the collection of waste on time such as General waste, medical waste, chemical waste etc.
- Liaising with quality control and HSE department for producing annual WASTE REDUCTION REPORT.
- Coordinate with Pest control team to ensure the application of pest control in time.
- Involved in formulating the policies and optimizing the procedures as per the Joint Commission International Standards for the hospital. Ensures less noncompliance during the audits.
- As a member of various committees in the hospital involves review and modify hospitals policy. And also takes part in decision making in various operations issues in the hospital related to the infrastructure and facility operations

**Site Engineer**  
**ARC Constructions, India**  
**Jul 2014 – Jun 2017**

**Responsibilities:**

- Supervising the construction project from set out to completion (excavation, Concrete, reinforcement, masonry, plastering, etc.).
- Inspect site conditions prior to start of construction, Check for obstructions. Photography and documented the condition of existing property that might be damaged by the work and progress report.
- Review materials delivered to site for conformance with approved samples, materials and equipment and report findings to Project Manager.
- Inspect the construction of temporary and permanent works to ensure compliance with the Contract Documents and approved shop drawings and submittals.
- Prepare daily logs and reports. Maintain records of inspections made, tests performed, work executed, etc..
- Perform all work in accordance with the Contract Administration Procedures Manual.
- Inspect the formworks for pre cast and cast in situ conc. blocks, chambers and manholes for services. Monitoring and ensuring quality of work.
- Observe site safety practices and the progress. Report any concerns to the Project Manager.

Computer proficiency : **MS office,MS Excel**  
Technical software : **AUTOCAD, 3DX MAX, Revit Architecture,**

**PERSONAL DETAILS**

**Date of birth** : 09.12.1988  
**Religion** : Muslim  
**Sex** : Male  
**Marital status** : Married  
**Father** : Saidalavi.k  
**Nationality** : Indian  
**Current location** : Sharjah,UAE.

**Declaration**

I hereby declare that the details furnished above are correct and true to best of my knowledge and belief.

**Manzoor Rahiman.k**