

Inayathullah Gani

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OBJECTIVES

As a self-motivated and responsible person, seeking such a professional environment where enhancing professional and development problem solving skills are well appreciated. At the same time looking forward to challenging and growth oriented tasks that help to prove the best on my ability in achieving the objective of the job.

PRESENT WORKING EXPERIENCE

IDAMA FACILITY MANAGEMENT

Since May-2019 to Till Date

Facility Coordinator has worked in below project:

- 1st Project work in **Engineering Office** – Dubai – From May 2019 to November-2019
- 2nd Project working in Al-Ain (**Ammroc Project**) Al-Ain from November 2019 to till date.

Daily Work Responsibilities:

- Creating Work Orders for **Corrective/Reactive Maintenance** works
- Closing the **CM/RM work orders** on daily wise after receiving the SRF from respective teams.
- Downloading PPM (Planned Preventative Maintenance) work orders from **Maximo**, Printing all In-House/SSM and segregating the work orders and providing to the respective team & for Service Providers
- Scanning the completion **PPM/RM/CM** forms & updating in the Maximo (software) attaching the **SRF** and closing the work orders.
- Renaming all scanned work orders and uploading in the company E-Folders by category wise.
- Preparing client **RM weekly report** which we receiving all the complaints from client - (Like: **PPM/RM/CM**) & Submitting to the client on every week.
- Preparing gate pass for the service provider to take approval from the client for their visit.
- Scheduling & following with sub-contractors for any kind of machines servicing on site.
- Filing the SRF/PPM form for their records

KHIDMAH L.L.C

Maintenance Coordinator: -

Since June 2014 to Dec 2018

PREVENTATIVE MAINTENANCE Responsibility:

- ❖ Maintaining overall 4000 units from Abu Dhabi, Al-Ain, Dubai, Hydra Village, AL-Gadheer sites
- ❖ Preparing yearly PPM (planned Preventative Maintenance) schedule for all the units according to the service.
- ❖ Fixing appointment from client's flexibility for service and updating in our record and arranging our team with require equipment's.
- ❖ Preparing "Tentative Schedule" according to the service agreement and forwarding to the respective clients by through emails.
- ❖ After completing the ppm service, sending mail to client with attaching the completion job card.

Make Ready Coordinator Responsibility:

- ❖ Make Ready is one the unit or villa is empty, we have to check the entire issue found on the time of tenant moving out and in, it's also called check-in & check-out inspection.
- ❖ After inspection from in-house (our team) we have to arrange sub-contractor to check if any major issue like civil works,
- ❖ Arranging required materials as per the make ready reports and preparing quote and forwarding to the respective client or site property management for their approval.
- ❖ After approval, following the payment and releasing the materials from our system and routing to the store with copy of finance department.
- ❖ After completing the above quotation works, forwarding the job card to the financial team for to invoice the same.

ADNP PROJECT (ABU DHABI NATIONAL PROPERTY)

- ❖ In ADNP project their have more than 300 sites including villas, which belong to VIP VVIP's, this project handling bank property management.
- ❖ Preparing yearly services like Air Conditioning, Electricals, Plumbing and scheduling the service according.
- ❖ Taking high priority base to attend this sites and arranging our team within SLA, taking high priority, Make Ready Inspection.

Additional Works:

- ❖ Creating PR's according to sub-contractor quotation and attaching the same in our company software.
- ❖ Scheduling additional services like swimming pool, garage doors, pest control, lawn maintenance, window cleaning.
- ❖ Arranging materials from suppliers.
- ❖ Updating the team time sheet & over time record in the system (company software)
- ❖ Preparing monthly reports and submitting to our manager.
- ❖ Closing the completion job card in the system based on complaint service and attaching the same.
- ❖ Filing the documents in proper manner with labels.
- ❖ Filing & Maintaining our records in our system as well as hard copy.

Company Software Knowledge:-

- ❖ Maximo
- ❖ SAP Implementation
- ❖ Yardi Application
- ❖ Oracle

PREVIOUS WORK EXPERIENCE

IMDAAD L.L.C**from Nov-2011 to Nov-2013****Maintenance Coordinator.****Key Accountabilities:**

- Scheduling and booking appointments of Work/Job requested to clients in efficient, professional and effective manner.
- Attending to all incoming and outgoing calls, faxes, emails and other services for internal and external clients
- Generating the approval, completion and updating the Work Orders.
- Attend overtime and 24/7 standby duties working as and when required.
- Report to Contract Administrator in case if there is any difficulty to execute the job.
- Maintaining the cleanliness and orderliness of the site office
- Communicate with the client about the satisfaction of the job
- Attend the training programs and seminars prescribed by Imdaad
- Perform the clerical duties as required by the job
- Developing of relationships with all clients and potential new customers
- Carry out the works and the responsibility independently as a Scheduler in accordance with Imdaad Policies and Procedures.

WORK EXPERIENCE

Bharti Airtel Ltd**from 2008 to 2010****Customer Service Executive**

QRC (Query Resolution Cell)
Frontline Customer Care Executive
Billing Resolution Cell

The World of Titan – India**from: 1999 to 2007**

Worked as "Customer Care Representative"

TECHNICAL KNOWLEDGE PURVIEW

- Knowledge about PGDCS (Post Graduate Diploma in Computer Services) 1998 -1999
- Win-95, MS-Office, Visual Basic, SAD, Unix, C,C++

ACADEMICS

- B. A. - Corporate Secretary Ship The New College, Chennai, University of Madras, 1992 to 1995
- Diploma in PGDCS (Post Graduate Diploma in Computer Services).

PERSONAL DETAILS

- Marital Status : Married
- Gender : Male
- Nationality : Indian
- Langage : Urdu, English, Hindi & Tamil
- Dependent : 7
- Passport No : T8194239
- Date of Birth : 18th December 1975
- Present staying : Al Ain
- UAE Driving License : NIL
- Covid-19 : Vaccinated