

MUHAMMED SAKIR CHERANJI

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CIRRICULUM VITEA

Career Objective: To pursue career in a dynamic and progressive environment with an international organization, offering prospects of growth, career advancement & opportunities.

Career Summary: Highly motivated, solutions focused individual with about 19 years of experience in FM Industry in all aspects of Sales & Marketing, HR related works, Government delegation Office works, Administration, Data Entry activities, Office Execution, Secretarial, Hospitality, Cleaning & Janitorial, Housekeeping and Maintenance, Landscaping, Pest Control etc. Excellent organizational and planning skills utilized in providing meeting tight deadline schedules.

Skills:

- Highly skilled with Microsoft Word, Excel.
- Experience working in CAFM system.
- Experience working in a wide array of working environments.
- Excellent organizational and time management skills.
- Quick learner, proficient with various databases.
- Experience writing invoices and agendas.
- Ability to provide bilingual administrative, secretarial and customer service.
- Excellent public relations, written and verbal skills.
- Superb communication and interpersonal skills.
- Flexibility and adaptability to change.
- Ability to work independently or in a team environment
- Committed to cultivating relationships with clients and customers.

Work Experiences:

1. SOFT SERVICES SUPERVISOR

GRANADA BUSINESS PARK, Riyadh (Jan 2021 to till date)

TADBEIR LIMITED COMPANY – Al Khobar, Saudi Arabia.

Duties & responsibilities

- **Coordination and supervision of workers.**

- Provide schedules for workers.
- Assign tasks to cleaning labours.
- Liaise with contractors, managers and other stakeholders, ensuring that all parties remain coordinated.
- Organizing the equipment and manpower necessary to complete the project.
- Responsible for maintaining safety and quality standards.
- Keeping detailed records of cleaning site activities.

2. SOFT SERVICES SUPERVISOR

JEDDAH GATE (EMAAR PROPERTIES), Jeddah (Jan 2020 to Dec 2020)

TADBEIR LIMITED COMPANY – Al Khobar, Saudi Arabia.

Duties & responsibilities

- Coordination and supervision of workers.
- Provide schedules for workers.
- Assign tasks to cleaning labours.
- Liaise with contractors, managers and other stakeholders, ensuring that all parties remain coordinated.
- Organizing the equipment and manpower necessary to complete the project.
- Responsible for maintaining safety and quality standards.
- Keeping detailed records of cleaning site activities.

3. SERVICES COORDINATOR (Jun 2009 to Feb 2019)

CENSUS INTERNATIONAL FM COMPANY LLC – Abu Dhabi, UAE.

Duties & responsibilities

- Develop and implement a facility management program including preventative maintenance and life-cycle requirements.
- Conduct and document regular facilities inspections.
- Ensure compliance with health and safety standards and industry codes.
- Allocate and manage facility space for maximum efficiency.
- Coordinate intra-office moves.
- Supervise maintenance and repair of facilities and equipment.
- Oversee facility refurbishment and renovations.
- Plan and manage facility Soft services such as reception, security, cleaning, catering, waste disposal, Landscaping, Pest Control, parking.
- Implement best practice processes to increase efficiency.
- Obtain quotes and tenders from vendors and suppliers.
- Calculate and compare costs for goods and services to maximize cost-effectiveness.

- Negotiate contracts to optimize delivery and cost saving.
- Coordinate and monitor activities of contract suppliers.
- Manage contractor and vendor relationships.
- Ensure delivery schedules, quantity and quality criteria are met.
- Check completed work by contractors and vendors.
- Verify payment and invoicing match contract pricing.
- Plan and monitor appropriate facility management staffing levels.
- Ensure efficient utilization of facility maintenance staff.
- Performances manage, develop and train staff.
- Prepare and track facility budget.
- Monitor expenses and payments.
- Generate and present regular reports and reviews of facility-related budgets, finances, contracts, expenditures and purchases.
- Develop and implement cost reduction initiatives.
- Advise on and monitor energy efficiency.
- Oversee environmental health and safety.
- Assure security of the facility.
- Respond to facility and equipment alarms and system failures.
- Provide prompt response to requests and issues from facility occupants.

4. CLEANING SUPERVISOR (Jun 2005 to June 2009)

MANAZEL REAL ESTATES COMPANY PJSC – Abu Dhabi, UAE.

Duties & responsibilities

- Manage building and equipment maintenance schedules.
- Maintain office equipment, physical space and telecommunications systems for the building.
- Handle building-equipment emergencies on an on-going basis and serve as a liaison between company employees and outside contractors called in to fix problems.
- Process and file invoices from vendors.
- Test building security systems and prepare for emergencies by creating action plans.
- Planning for the future building space and supply needs of the Company.
- Coordinators communicate daily with supply vendors and update company executives regularly.
- Schedule preventative maintenance, respond to urgent maintenance calls and participate in the creation of emergency preparedness plans.
- Applying for required environmental permits.
- Review furniture needs and keep the office supply and kitchen areas stocked.
- Work in an administrative assistant capacity in addition to maintenance coordination.
- Process end-of-day reports

5. CLEANING SUPERVISOR (Mar 2003 to Apr 2005)

**BUTLER EMIRATES COMMERCIAL CLEANING SERVICES LLC –
Abu Dhabi, UAE.**

Duties & responsibilities

- Assigns workers their duties and inspects work for conformance to standards of cleanliness.
- Investigates complaints regarding the service and equipment, and takes corrective action.
- Obtains list of rooms to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments.
- Coordinates work activities among departments.
- Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment.
- Inventories stock to ensure adequate supplies.
- Evaluates records to forecast department personnel requirements.
- Makes recommendations to improve service and ensure more efficient operation.
- Prepares reports concerning room occupancy, payroll, and department expenses.
- Performs cleaning duties in cases of emergency or staff shortage.
- Examines building to determine need for repairs or replacement of furniture or equipment, and makes recommendations management.
- Attends staff meetings to discuss company policies and patrons' complaints.
- Issues supplies and equipment to workers.
- Establishes standards and procedures for work of housekeeping staff.
- Records data regarding work assignments, personnel actions, and time cards, and prepares periodic reports.

BIO DATA

Name : MUHAMMED SAKIR CHERANJI
Father's name : AHAMMED PAREED
Age & Date of Birth : 43 Years (25/07/1977)
Nationality : INDIAN
Contact number : 00966 565800305
Email : sakir.cheranjipareed@gmail.com
Sex : Male
Marital status : Married
Religion : Islam
Education Qualification : Master of Arts (Economics)
Driving License : SAUDI ARABIA, UAE & INDIA
Languages known : Arabic, English, Hindi, Malayalam & Tamil

Passport Details

a. **Passport number** : S6663092
b. **Place of issue** : ABU DHABI
c. **Date of issue** : 09/09/2018
d. **Date of Expiry** : 08/09/2028

Declaration

The above mentioned details are true and correct to the best of my knowledge.

Sincerely,



MUHAMMED SAKIR

22/03/2021