

# SHAIK MOHAMMED MUSHTAQ



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**Profile : 20+ yrs. Experienced Professional Landscape Engineer / Manager**

**Objective : To seek a suitable Opening in Management – Landscape Manager / Project Manager**

I am a young dedicated experienced professional having a good record with the ability to develop & maintain inter personnel communications skills. I would like to share & expand my knowledge by coming across new challenging ventures. I am looking forward to explore the possibility of developing my career in a most challenging environment and develop new way of working.

**Strengths :** I can administer jobs, Team player, interpersonal skills, credulity in work ethics, present seminars, conduct survey etc.

**Skills :** | Project Management | Landscape Projects | Landscape & Irrigation Maintenance | Operation & Maintenance | DLP Management | Project Handover | Site Supervision | Nursery Management | Hydroponics | Native Plants | Procurement | Tendering | Negotiation | Mobilization | Financial Planning | Budgeting | Management of TFQM | Facilities Management | Integrated Soft Services Management | Community Management | Asset Management | Cleaning | Waste Management | Integrated Pest Management | Pools | Security | Value added services | Audit | Quality control | Contractors | Service Providers | Vendors Management | Owners Representative | MS Office |

## EDUCATIONAL QUALIFICATIONS :

Degree	INSTITUTION / COLLEGE	UNIVERSITY	YEAR	CLASS
B.Sc	Vijayanagar College, Hospet	Gulbarga University	95	FIRST

Additional : M.Sc First Class from Karnataka University, Dharwar

**Computer Profile** : One year diploma course from Belhos Infotech Pvt. Ltd.  
Can manage Arabic typing

**Operating system** : Windows 98, 2003, 2007, 2008, 2010, 2013+

**Office Application** : MS Office, Internet browsing etc.

**Other Application** : Oracle, Maximo / CAFM.

**MEFMA Certificate** : Certified MEFMA Manager Certificate

**Work experience** :

Designation	Organization	Period
Unit Head - FM Landscape	AWPR (ZAPIA), Al Ain, UAE	MAR 2013 - to till date

## Job Responsibilities :

1. Direct, Execute and Construction, Operation & Maintenance of horticulture (Landscape & irrigation), Softscapes, Nursery, Pools, Pest control, procuring plants, long medium and short term planning, budgeting, plan and execution of designed landscapes, purchasing, coordinating, instructing allocated staff and related tasks to achieve the goals of AWPR.
2. Manage all aspects of landscape, Irrigation, Nursery, Pest Control, Pool development on the projects from the start of the project till handover including the DLP (Operation and Maintenance) as per agreed PSP contractual terms Coordinating with PD /FM Key Stake holders, & Consultant's (PMC) Contractors, Project Managers, engineers to focus and ensure on an integrated plan to Landscape assets handover on completion with TOC certificates.

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## **BUDGET PLAN, PROCUREMENT OF MATERIALS:**

3. Procure & approve appropriate plant material consumables, tools, machines, fertilizers, pesticides, compost, peat moss, Irrigation materials, decorative items, furniture, Nursery requirement's etc...on behalf of AWPR as per policy & procedure
4. Plan and Prepare Cost Estimates for Projects, Annual Budgets (CAPEX & OPEX) of AWPR Landscape & Irrigation Section, Manage, monitor and control the budget ensuring efficient expenditure.

## **TENDERING :**

5. Prepare the Charter for the Landscape Tender - Scope of work Specification's, Bill of Quantities (BOQ), Type of Trees, Shrubs, Ground cover, Succulent, Grass etc..., and Vegetation which adapt to the Desert climatic conditions.
6. Support and guide the P & C department to Float the Landscape & Irrigation, Nursery tenders
7. Review the submitted Landscape tenders technically, Negotiate as per allocated budget, award, and mobilize the Contractors to execute the projects as per agreed contractual terms and technical requirements.

## **SOFT LANDSCAPE & IRRIGATION, PEST CONTROL & POOLS MAINTENANCE:**

8. Plan, develop, implement and conduct training sessions, tool box talks, safety procedures, best work practices for staff and contractors, Service providers - Landscape & Irrigation Operation and Maintenance Programs, Annual Fertilization Programs, Lawn care, Palms, Trees, Shrubs, groundcover maintenance procedures, practices, Nursery management, Pest control, plantation procedures and HSE protocols. inspect sites, monitor and guide technically recommend solutions based on site conditions and requirements for projects
9. Plan, Prepare, Upload Monthly / Quarterly Half yearly / Annual Maintenance Schedule / Programmes of Landscape & Irrigation, Nursery in Computer Aided Facilities Management (CAFM) services of AWPR
10. Routinely review and ensure compliance of all Safety requirements, risk assessments, method statements and related documentation to carry out all Construction, Operation & Maintenance, Nursery, Pest control activities across all AWPR sites for staff / contractors safe work Practices
11. Manage the application and use of all control systems including but not limited to Irrigation controllers, leak detection systems and general Landscape & Irrigation, Nursery maintenance management systems for the day to day operation and delivery of work with the team.
12. Coordinate, monitor, instruct contractors, Service Providers and suppliers by holding regular meetings, training sessions for staff & contractors to ensure safe working conditions on site
13. Attend and represent AWPR & the Property Development / Project Management department at internal & external forums
14. Respond to Horticulture/landscape/irrigation, Nursery, Native plant, Pools requests and issues reported to the Department

## **NURSERY PRODUCTION / MAINTENANCE:**

15. Manage Nursery Operations, Production Plans that are utilised for the projects and commercial purposes.
16. Seed / Stock Collection, Preservation, Propagate the Native Plants, Shrubs, Hedges, Groundcover, Trees & Palms etc.

## **CONSTRUCTION - PROJECT MANAGEMENT:**

17. All documentation, administration and execution of Landscape & Irrigation, Nursery maintenance & projects
18. Understand the requirements of the Projects documentation, drawing specifications, resource material, budget costs tracking for the sites Construction, Operation & Maintenance
19. Review technical design packages & comments / approve on the landscape & irrigation network engineering submittals (Shop drawings, As built drawings, RFI inspection/ Completion of Plant, material submittals, method statements, tools, machines, fertilizers, Irrigation materials, other items etc....)

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20. Taxonomically review the plant types, select as per the plant specifications, mark names and types which will be used in Softscape Plantation.
21. Provide support to the Project department in Supervision team and act as a PD/FM representative, oversee landscape construction services.
22. Liaise with Landscape Consultants, Contractors, Project Managers (Landscape, Mechanical & Electrical Engineers) for any requirements and deviations
23. Ensure correctness and completeness of 'As-Built' drawings, Layouts, Planting plan of Landscape & Irrigation BOQ works prior to Projects take over after completion of DLP periods & Maintain as per Horticultural standard Practices from outsource service providers / contractors
24. Inform the PD/FM team, Landscape Design Architect and/or Contractor of any potential delays in the project completion or milestones.

## **ADMINISTRATIVE MANAGEMENT:**

25. Manage and report routinely, the performance assessment of all service providers and make recommendations for service improvement
26. Routinely review all service and supplier agreements/contracts with Senior Managers / Director: Project Management to meet the needs of AWPR
27. Develop and manage contingency plans for the Property Development / Horticulture Team response to meet core business needs. This includes but not limited to ensuring emergency response, 24 hour availability of maintenance teams and coordination with other AWPR teams to respond to emergency and disasters to resume normal operations as quickly possible.
28. Routinely review section staff complements, carry out on the job assessments and maintain all related HR documentation for Performance assessments of staff to ensure the department and business requirements are met.
29. Prepare a variety of reports, short & long term plans for Department and implement.
30. Solve workforce, on-site and design issues. Plan & allocate Plant, labour, material to site Engineers / Supervisors and keep track to achieve the timely goals.
31. Ensure the work is carried out as per the work schedule within the timeline and cost need of the hour systematically record to display progress vs programmed work.
32. Check and Highlight the Contractor staff / In-house staff for additional requirements
33. Knowledge of applicable UAE regulations and procedures in addition to EHS requirements

## **CREATIVE TRAINING & SUSTAINIBILITY METHODS:**

34. Conduct Vocational training to UAE School & University students related to Landscape & Irrigation, Nursery, Conduct awareness programs of Environment, Recycling (3R's), Sustainability & native plants introduction.
35. Prepare a Plan & implement in exhibit improvement of the AWPR Core Zoo & Al Ain Zoo Safari, UAE Wild desert, SZDLC Project areas, Phase 1 areas, Children Discovery Garden areas, MET Project areas etc....

**Achievements & Projects:** Successfully taken over the Landscape Projects from Contractors & Maintaining them

- a) **MET Project - 2014** - Vivid Flora Landscape of 3 kms with Native Plants,
- b) **SZDLC Project - 2015** - Landscape of 1.5 kms with Local UAE Fauna and flora profusely growing with Estdama, Sustainability Principles with 4 exhibits
- c) **NOK Safari - 2016** - AlAin Safari project - Vibrant Man made Largest Landscape of 5 kms of North of Kenyan Safari ( AlAin Safari)
- d) **WDS Project - 2017** - Landscape of 1. 7 kms with Mixed Fauna and flora profusely growing

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- e) **Children Discovery Garden area (CDA) - 2017** - Unique Landscape 0.6 km for Children enjoying the experience with Nature  
f) **New Hippo Facility Project - 2018** - Unique Landscape 0.2 km for Children & Adult enjoying the experience with Nature can view under water clearly

## **Under Construction - 2019**

- g) Gorilla Sanctuary      h) Reptile House Project      i) Elephant Safari Project      j) Events Pavilion Project  
k) HO Building Project      l) Sand Cat Project      m) Koala Project      n) Animal Rescue Center.  
o) Chimpanzee Project      p) Petrol Station Project

<b>Designation</b>	<b>Organization</b>	<b>Period</b>
Landscape Engineer (Executive Soft services & Landscaping)	IDAMA, Dubai, UAE Dubai Properties Group (A member of Dubai Holding)	Feb 2007 - to Feb 2013

## **Job Responsibilities :**

1. Prepare Landscape Tenders requirements like Scope of work, Service Level Agreement (SLA). Health and Safety Environment checklist. Calendar program for Landscape Maintenance, Schedules, Recruitment, Mobilization and training of Landscape & Irrigation Manpower.
2. Coordinating with the Commercials and Contracts Department by Assessing, Analyzing and Estimate the Tenders received.
3. Evaluation of the Sub Contractors Quarterly, half yearly and annually.
4. Preparing the Reports related to Landscape and Irrigation daily / Weekly/ Monthly annual schedule requirements
5. Oversee daily inspections to the sites and update maintenance services with the service providers.
6. Input and implement a resource management plan for all plant and equipment
7. Regular inspections of stores, materials, manpower, hygiene, equipment's, PPM.
8. Assist management in the development & implement of staff and contractor training plans and programs.
9. Maintain the Quality audit reports and checks by QMS team
10. Liaise with multiple outsourced service providers Operation and maintenance activities.
11. Preparing office administration schedules, reports, meetings
12. H.S.E: Training the service provider w.r.t. H.S.E, its procedures and policies and updating timely
13. Invoicing: Receive all the invoices, cross check and forward after approval to the accounts for payments.
14. Contract renewal and renegotiation
15. Familiar with Maximo and update the records as required

**Achievements & Projects:** Successfully taken over the Landscape Projects from different Contractors & Maintained Systematically.

- a) **JBR Community (Jumeirah Beach Residence) Project - 2007** - Unique Landscape of 1.8 kms comprising of 40 Residential Towers, each tower with 45 floor, Community located on Arabian sea with Malls, Shops, Boutique's, Supermarkets, Hospitals, Clinics, Fountains, Nurseries, Swimming pools, located in 7 Sectors connecting from one sector to the other in Plaza, Podium, Upper podium facing the Beach front areas.
- b) **THE WALK Project - 2008** - Landscape of 1.8 km on beach shore "The Walk" marking as a Landmark on the World Map depicting the European Beachfront with Live Shops, Restaurant, Hotels, fountains, Malls in an mixed Arabian Landscape

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- c) **Core Team Member for Tendering Project - 2012** - Worked as a Core Team Member for Tendering the Projects and awarded the Awakf Operation Maintenance of all Facility Services - 55 Million contract

<b>Designation</b>	<b>Organization</b>	<b>Period</b>
Agriculture Engineer	Al- Jezirah enterprises for trading and Industry, Riyadh, K.S. A.	June 2000 - Dec 2005

## **Job Responsibilities :**

- Duties include Plant propagation by root, stem cuttings, rooting hormone technique, grafting of plants, vegetation propagation, planting seasonal (herbs & shrubs), Propagation of indoor & outdoor plants, daily maintenance, pruning of trees, hedging and topiary of plants.
- Site construction, designing and execution. Also looking after irrigation.
  - Site construction:- Surveying the proposed landscape site considering clients request, climatic, topographic & water resource factors.
  - Designing: - Most excellent surveyed landscape design from AutoCAD draughtsman – considering the above factors.
  - Execution: - Execution of the approved landscape design satisfying the client.
  - Irrigation: - Manual / Automatic irrigation installation as per requirement of the client.

<b>Designation</b>	<b>Organization</b>	<b>Period</b>
Agriculture Engineer (Horticulture Officer)	Tungabhadra Fertilizer & Chemicals Co. Munirabad. INDIA	May 1995 to April 2000

## **Job Responsibilities :**

- Duties include maintenance of gardens, lawns, plant propagation of commercial trees like Teak, Neem Plantation & conservation of plants systematically.

## **Other Details :**

Languages Known : English, Arabic, Hindi, Urdu, Telugu and Kannada  
Valid driving license : Dubai – UAE

**References :** Will be made available on request