

Profile

Mohammad Moin Mokhtar

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Summary

Facilities Management Professional with an engineering background with more than 6 years' accomplished experience in facilities operations & maintenance of Campus Buildings, Commercial Building, Restaurant, Malls, Housing project, DATA Center, Research Center, Labs, Class Rooms, Library, Mosque. Monitoring overall work progress by Time line Schedule with Positive approach and result Oriented working with Team of Professionals. Seeking a position in an organization that offers a challenging and goal oriented job in dynamic engineering environment offering opportunities to learn excel and demonstrate abilities, were I can contribute in company's growth using my skill-set to win the confidence and professional growth.

Professional Certification/Trainings and Courses

- Completed Alerton's "**Envision for Backtalk & BACnet Protocol**".
- Completed "**Alerton Compass**" Basics.
- Completed **Building Automation System** Training.
- Certified work permit **RECIVER** for **KAUST**.
- Having basic knowledge about **HVAC, LCS, and FDAS** System.

• Fire safety awareness	
• Electric safety	• Confined space
• Basics of Fire Fighting	• Working on height

EJADAH MANAGEMENT GROUP.

IDAMA FACILITY MANAGEMENT SOLUTION

Period : 8th October 2019 to Till Now.
Designation : BMS SUPERVISOR.
Project : Dubai International Financial Centre (DIFC).
Control system: Johnson Control System & Automated Logic.
Graphics : Metasys version 9.0 & Web Control version 7.

Responsibilities/Skills:

Supervises Building Automation System of Commercial Tower And Buildings. Subordinates in performing advanced PPM tasks, troubleshooting, and overhauling Building and Automation equipment and systems. Schedules and follows up work, and implements the quality management system.

- Operation and maintenance of Two Business Tower of 16 Floor and more than 13 other building of 8 floor buildings using the **BAS** (Building Automation System) & controlling all the HVAC (AHU, FCU, VAV, Chilled Water, Plumbing and Hydraulic) systems.
- Perform **RCA** (root cause analysis) for all Incidents and Problems.
- Supervise and coordinate activities of department staff in performance of their tasks.
- Ensure that tasks are completed on time and to the required quality standard.
- Handles client complaints/requests.
- Performs other related duties as assigned.
- Reviews work requests to estimate labor and material requirements and provides estimates as needed
- Properly escalate the issues to Manager, prepare weekly and monthly reports.

MACC

Modern Architectural Constructing Co. Branch

Period : 29th August 2017 to 29th of August 2019.
Designation : Low Current Foreman (BAS/BMS)
Project : King Abdullah University of Science and Technology KSA.

Responsibilities/Skills:

Supervises Building Automation System subordinates in performing advanced PPM tasks, troubleshooting, repairing and overhauling Building and Campus Automation equipment and systems. Schedules and follows up work, and implements the quality management system.

- Operation and maintenance of more than 30 academic buildings using the **BAS** (Building Automation System) & **ICAS** (Integrated Campus Automation System) controlling all the HVAC (AHU, FCU, VAV, Chilled Water, Plumbing and Hydraulic) systems (more than 50,000 I/O control points).
- Microsoft office **Visio Logic** and DDC Programming.
- Installation Commissioning and Programming of new DDC Panels.
- Perform **RCA** (root cause analysis) for all Incidents and Problems.
- Supervise and coordinate activities of department staff in performance of their tasks.
- Ensure that tasks are completed on time and to the required quality standard
- Schedule the Preventive and Corrective maintenance tasks in the **MAXIMO**.
- Properly escalate the issues to Supervisor, prepare weekly and monthly reports.
- Installs, troubleshoot and maintain network wiring for new construction and renovations.
- Handles client complaints/requests.
- Performs other related duties as assigned.
- Reviews work requests to estimate labor and material requirements and provides estimates as needed

Technicom Engineers Network

Period : From June 2014 to July 2017

Designation : Senior Low Current Technician (BAS/BMS Operator)

Responsibilities/Skills:

- Operates and maintains Johnson Controls Metasys Building Management System (BMS) for proper function and monitors against approved benchmarks to include. HVAC, Lighting, Security, Fire Suppression, Power Generation, Plumbing, and Electrical.
- Responsible for the monitoring of fire detection alarm system, such as smoke detector, heat detector.
- Responsible for the monitoring of air handling unit, kitchen exhaust fan, fresh air handling unit.
- Responsible of the monitoring of the chilled water supply of the chiller going to the load for the FCU,AHU,FAHU,VAV.
- Performs routine checks and upgrades software as provided by the Manufacturer to ensure optimal functioning of the BMS system.
- Adjusts BMS settings and parameters to meet changing conditions, i.e., Load, Environmental, Customer needs, etc.
- Installation of Dome, Bullet and PTZ CCTV Camera.
- Commissioning of Dome, Bullet and PTZ CCTV camera.
- Service of Dome, Bullet and PTZ CCTV camera.
- Installation of NVR and DVR.
- Commissioning of NVR and DVR.
- Connection of BNC with wire.
- Wiring and connection.
- Installation of Hard disk.
- Installation of fire alarm.
- Commissioning of fire alarm.
- Service of fire alarm.
- Installation, commissioning and service of multi sensor detector.
- Installation, commissioning and service of heat detector.
- Installation, commissioning and service of hooter, response indicator, fault isolator.

Orient Electric Pvt.Ltd

Period : From June 2008 to Jan 2011.

Designation: Quality Control Inspector.

Responsibilities/Skills:

- Understand work to be done according to the job sheet.
- Understand the number of boards to be checked or as defined by customer.
- Record the number of boards received at every process and at the final stage of assembly.
- Check the quality of assembly according to the customer specification sheet or from the standard company procedure.
- Ensure that defect free assembled boards are sent for packing. maintain accurate documentation on the boards received
- Performing Quality Check
- Perform the quality check as specified.
- Comply with quality standards of the company.
- Perform 100% functional quality check for each assembled boards.
- Develop and implement process control techniques and procedures for manufacturing. Manage improvement in quality maturity assessment score.
- Examine PCBs visually to detect circuit shorts, using magnifying glass and lamp.
- Record the output of the tests and check against specifications to approve the boards as quality check passed.
- Ensure all lots are checked and specifications compiled.
- Take precautions before work and wear ESD wrist straps or aprons.
- Ensure there are no missing components in the assembly.
- Identify clearly the defects and document as per company policy.
- Ensure no faulty modules are sent to packing.
- Identify any problems and diagnose the cause.
- Determine and monitor the effectiveness of corrective and preventative actions to resolve any repetitive quality issues.
- Identify process improvement opportunities and implement the changes.
- Paste stickers such as quality check passed or okay on the boards for quality passed ones.

Education

Diploma in Engineering: Electronics and communication engineering with First Division.

University : Jamia Millia Islamia, New Delhi (A central University).

10th (Higher secondary) : From S S High School, Aurangabad Bihar
B.S.E.B Board.

Skills:

- Microsoft Word 2007
- Microsoft Excel 2007
- Microsoft Visio 2007
- Power Point

Personal Information:

Date of Birth:	10 th Dec-1992
Father's Name:	Late Israr Khan
Permanent Address:	Aurangabad, Bihar, India
Nationality:	Indian
Marital Status :	Single
Language Known:	English, Hindi, Urdu.
Religion:	Islam
Current Location:	DUBAI, UAE
Contact No:	+91-8447979759, moinmokhtar@gmail.com
Passport Validity:	Passport Details: M8022546, Expiry-06-04-2025
Notice Period:	Immediate

Declaration:

I hereby declare that the information furnished by me is true to the best of my knowledge and belief.

Date:

Place: Dubai (UAE)

Mohd. Moin Mokhtar