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|  **Mohammad Ali Hussain Ansari** Khas Angar Pathra,Post Katras garh, Dist :- Dhanbad Jharkhand, INDIAEmail: mdalihussain207@gmail.com Mobile: +974 - 31619501 Present Location : Doha, Qatar |

**Objective**

My main strengths are adaptability, dependability and the determination to get a job done as proven by my varied work experiences in Operational, management skill. I try to learn something new from every experience because I believe there is always room for self-improvement both personally and professionally.

Key skills:

* Excellent organizational and coordinating skills.
* Very quick in responding to queries and issues.
* MS office skills.
* Familiar with Internet & Email.
* Good organizational skills and has ability to work independently.
* Knowledge of stock maintenance & Fire Fighting systems
* Wide knowledge of handling different kind of clients.
* Good in multitasking

**Professional Experience**

* Employer: MMG Doha Qatar
* Period: Jan 2015 to May 30, 2018
* Position: Maintenance Supervisor
* Site: Msheireb Enrichment Center
* Project: Maintenance & Operation Department (MEP division)
* Client: Msheireb Property
* Employer: Associated Services Company
* Period: Mar 2011 to Dec 2015
* Position: Shift Supervisor cum Store In charge
* Site: Msheireb Enrichment Center
* Project: Maintenance & Operation Department (MEP division)
* Client: Msheireb Property
* Employer: Taha Enterprises (Jamshedpur)
* Period: 2007 to 2010
* Position: Office coordinator (Consultancy office)

**Duties & Responsibilities**:

**Soft Services:**

* Leading, training, and supervising housekeeping staff
* Scheduling shifts and ensuring adequate staff at each shift
* Assessing inventory, ordering supplies, and cross-checking invoices
* Taking daily attendance of staff and monitoring payroll reports
* Investigating complaints from client and taking necessary action against responsible person
* Inspecting overall premises and taking action for cleaning and safety.
* Reviewed priorities and deployed staff at designated areas for cleaning
* Inspected rooms, lobby, Walkway area, Sea side, bathrooms, and other areas
* Assisted staff in optimizing cleanliness and service standards for guests and client
* Coordinated entire cleaning and maintenance schedules as per client or tenant needs
* Conducted regular tours of work areas and deployed workers for cleaning

**Hard Services:**

Maintenance Activities of Electrical, Plumbing, HVAC, Fire Protection systems

* Leading Operation & Maintenance team of MEP systems.
* Preparing Yearly Calendar for PPM schedule and implementing the same in weekly / monthly / quarterly / half yearly / yearly basis for all the MEP equipment’s.
* Looking into Preventive maintenance of equipment at the site.
* Understand and comply with all the requirements of Health and Safety practices in line with O&M of MEP Systems, and comply with the standards.
* Proactively identify areas of obstruction/breakdowns and take steps to rectify the equipment’s through application of trouble shooting tools.
* Routine Maintenance of High mast tower lights, Common area lightings, tower lights and panels.

**Coordinating with Project Management:**

* Execution of projects as per Design Qualification for Electro-Mechanical Equipment Installation and Commissioning Works.
* Participating in Client / Internal meetings and resolving End User’s Engineering and Management project issues.
* Preparing the Site material request form, Site inspection report, Site incident report to follow up with the Purchase department.
* Preparing the Scope of works for the new installations like Electrical wiring works, HVAC Equipment of CM works.
* Coordinating with the sub-contractors at site for the MEP and Civil CM works.
* Preparing of Monthly reports.

**Store In charge,**

* Receiving RFQ (Request for quotation) from Sites
* Checking availability in main store if available.
* Sending RFQs to various Agreed suppliers
* Follow-up with the suppliers and get the Quotations.
* Make the comparison with the quotations and do the negotiations.
* Get the approval from Management and Clients.
* Go for the LPO and send it to selected suppliers.
* Follow up with the suppliers for the deliveries.
* Finally received the material with proper documents (Invoice & DN)s
* Preparing Local Purchase order.
* Follow up with orders.
* Arranging delivery through technicians.
* Submitting report to the management for the daily received and delivery.
* Stock maintenance & updating inventory.
* Making reorder as need.
* Documenting warehouse transactions, maintaining records, and overseeing

Storage of surplus inventory and property for the District.

* Receiving delivery notes and credit invoices from system (JDE oracle)
* Transferring the materials from Hand Held device (**HHD**) to the sites.
* Arrange Meeting with sales team
* Responsible For Cash & Cheque Deposit.
* Follow up with customers for payments.
* Preparing Local Purchase order.
* Follow up with shipment.
* Preparing Quotation as per the Customer Requirement.
* Responsible for Handling All Kind of after Sales Issues from end-user.
* Submitting report to the management for the daily calls.
* Stock maintenance & updating inventory
* Communication with manufactures the products replacement & ordering required products as per the requirement.
* Arranging the technical documents like datasheet, manual, product list to the clients for reference.

**Education**

**Professional Experience**

* Diploma in Microsoft Office (excel, word, outlook, etc.)
* Basic knowledge of Networking.
* Basic knowledge of Firefighting system

**Secondary Education**

* Passed Graduation.

**Extracurricular Record**

* Conducted Training for FIRE WARDEN from the Qatar foundation.

**Personal Profile**

* Date of Birth : 01 December 1987
* Language : English, Hindi Urdu & Arabic,
* Nationality ` : INDIAN
* Passport No. : T3348322
* Marital status : Married

I hereby declare that all the information provided above is true up to the best of my knowledge.

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Mohammad Ali Hussain