Yasir Ahmad

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Iqama Status (Transferable Valid)

Saudi Driving License

Multi skill facility management supervisor with more than 12 years of experience in QC/QA, contractor’s management, Inspection & auditing, troubleshooting capabilities, Team leading, motivation and Planning, supervising of different teams for both Hard & soft services.

***Qualifications and Training***

* Electrical Engineering (DAE 3 Years), 2008 – Board of Technical Education –Peshawar, Pakistan.
* Matric 2005 Federal Government High School Hevellian “SCIENCE"
* Computer Courses.
* Certificate of Achievement in English Language Program held in King Abdullah University of Science & Technology.
* Fire Fighting & First Aid Training.
* Scaffolding inspector course.
* Safety Work permit Receiver / Issuer
* Six Sigma and Lean (Yellow belt)

***Professional Experience***

**Facility Management Managing Agent (FMMA) (**Ministry of Education project eastern region)

**Hill International**

**Dec 2020 to Present.**

* Conducts and participates in technical compliance audits on all ongoing maintenance activities enforcing contractual compliance by the Facility Management (FM) providers.
* Monitors and inspects planned and reactive maintenance works for compliance against contract requirements and best practice FM service delivery.
* Ensure the effectiveness of the client's agreed site inspection procedures to the client’s satisfaction.
* Conducts daily site audits to prescribed checklists for Hard and Soft services inclusive of Health and Safety compliance.
* Conducts site condition surveys and submits written reports as per client expectations.
* Conduct weekly meetings with service providers and follow up on pending tasks.
* To report any quality issues that might have a counter effect on time, cost or operational impact on the client’s business in a timely manner.
* Maintain all QA/QC inspection documents and ensure that they are up to date and meet all requirements.
* Understands the FM contract documents for each Facility Management (FM) contractor with respect to QA/QC requirements and procedures and advises the Hill FM QA/QC Engineer of any deficiency.
* Participates in reviewing Close-Out Report on any capital works as submitted by Contractors.
* Review service provider invoices and verification of payments.
* Ensure CAFM Asset Lists and Planned Maintenance Schedules are up to date.
* Ensure CAFM PMS compliance is fully adhered to by the maintenance contractors.
* Coordinate monthly performance evaluation with Hill QA/QC Engineer to ascertain the level of contractor’s conformity with the contract scope of work as well as general terms and conditions.
* Interact with client’s QA department and service providers for continuous improvement.
* To respond to Client emergencies.
* Perform other duties as assigned by the line manager/supervisor.
* Coordinates with the HSE team to ensure health and safety measures are always implemented.
* Informs themselves of the relevant Quality, Environmental, Safety and Occupational Health Policies, Manuals and Procedures in place within Hill International, and ensures continued compliance with these requirements while employed by Hill.
* Perform other duties as assigned by the line manager/supervisor.

**Facilities Manager/ supervisor**

**Bateel International L.L.C.**

**May 2019 – Nov 2020**

As a facilities Supervisor supervise and coordinate the day-to-day maintenance and repair of buildings, grounds, and kitchen associated equipment. Oversee staff that installs, inspects, repairs, and maintains building systems, including mechanical, electrical, plumbing, HVAC, Civil, safety, and waste management. As a facilities supervisor track facilities service requests and ensure requests are completed within established timelines and quality standard.

Schedule and ensure completion of preventive maintenance and maintain safe and effective working environment.

* Assign specific crafts daily to work activities on the approved schedule and set expectations for working lead oversight/coordination of daily work.
* Provide training, mentoring, performance improvement and career development to personnel on shift.
* Do periodic inspection of facilities, staff accommodations, production factories, warehouse and cafes across the kingdom for smooth operations.
* Perform duties of assistant life safety site leader for all aspects of the contract and report those deficiencies to the Manager.
* Conduct employee performance reviews and provide ongoing performance feedback.
* Provide oversight to staff for effective and compliant work execution and ensuring the quality of work and documentation” right the first time”.
* Develops, implements, and manages policies, processes and procedures. Ensure consistency of processes across the enterprise.
* Work closely with facilities managers, restaurant managers, project managers, planners and schedulers, maintenance supervisors and other staff to meet Facilities smooth Operations.
* Participate in job walk downs to identify complete job scope, and assist in identifying methods for performing work, hazards, and associated hazard controls.
* Communicate clear and objective performance expectations for assigned crafts that are in alignment with organizational procedures and management expectations; and manage performance to expectations.
* Work control documents are planned and managed in the MY BOSS SYSTEM.
* Perform pre-job briefings prior to start of work per Facilities and Services Management expectations and procedures.
* Establish and maintain performance metrics to measure the effectiveness of assigned craft group(s) in providing excellent customer service.
* Supervising Housekeeping Services, which includes manpower deployment.
* Handling the operation of Kitchen Equipment in order the smooth operation of the restaurants.
* Making Quotations comparisons and estimates for modification and renovation works.
* Making CAPEX, POs and payment requests and deals with subcontractors, service providers.

**Maintenance supervisor**

**Modern Architectural Contracting Co. Branch** (King Abdullah University of science & technology)

**August 2017- May 2019**

Planning, supervising a maintenance team for all building maintenance and operations services in KAUST residential units and facilities including Thuwal Corniche comprising 105 million square meter area. Beaches, Force’s accommodations, offices, public facilities, and Marina.

* Experienced in Maximo business solutions with strong knowledge in Maximo versions.
* Utilized Workflow Designer for creating and editing Workflows in Maximo.
* Supervising the PPM Team in performing multi-Trade task lists (HVAC, Electrical, Civil and Plumbing) with the support and the coordination of the concerned Technical Department, as well as updating the task list to suite the site demands and to reduce corrective task.
* Handling the operation of KLE Department (Kitchen and Laundry Equipment) in different occasions to improve and re-organize the operation of the daily logged in tasks.
* Perform difficult technical work supervising and scheduling the maintenance and repair of a variety of electrical equipment in university facilities and residential units (3000 villas, 50 Hi Tech Building, 2 supermarkets, clinic, gas stations, schools, hotels, recreations, sport centers, yacht club…)
* Advice coordinator and assistant director of technical problems concerned with installation, modification, design, and repair of all services assignments.
* Recommend procedure revisions when necessary to fully utilize assigned personnel and equipment.
* Determine procedures for maintenance, installation, modification and repair all services assignments.
* Maintain records and files and prepare reports.
* Making Quotations and estimates for modification and renovation works.

**Facilities team leader**

**Saudi Oger Limited.** (King Abdullah University of science & technology)

**June 2013- May 2017.**

* Plan and estimate electrical jobs.
* Maintain knowledge of electrical materials in warehouse.
* Examine electrical service for proper working procedures.
* Inspect work to ensure compliance with standard procedures and electrical assignments.
* Preparation of site facilities as per mobilization and de-mobilization plan.
* Testing and commissioning of deferent type of CTs and Pts.
* Installation of ADDAD digital Energy Meters (AEC made).
* Configuration of ADDAD Digital Meters by ADDAD Parametrization software.
* Testing and maintenance of different type of MV/LV circuit Breakers.

**1st Tech/Senior Technician (Electrical**

**Saudi Oger Limited.** (King Abdullah University of science & technology)

 **June 2009- May 2013.**

* Responsible for Installing, maintaining, repairing electrical wiring, equipment, & fixtures. Making sure that all work done is in accordance with Health & Safety Regulations. Also involved in advising clients and senior managers verbally or in Writing on hazardous equipment and essential work that needs doing.
* Checking & testing circuit breakers and replacing them where required.
* Tracing, diagnosing, and rectifying electrical faults.
* Carrying out electrical installation and maintenance work.
* Carrying out new project work, design, and installation.
* Interpreting work instructions, drawings, and schematic diagrams.
* Cable testing from main line to distribution panel by using Megger.
* Administrative work like maintaining records and files and preparing reports.
* Working on ladders, scaffolds, and roofs in retail outlets, pubs, local authorities & general commercial buildings.