

UBAID HASAN
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Carrier Objective:

Seeking a challenging opportunity to serve well-reputed organization not only to learn but also demonstrate skills acquired over the course of my professional studies, in a competitive and encouraging milieu that utilizes and develops my leadership and inter-personal skills to utmost.

Experience Profile:

Idama Facilities Management Solution LLC, Dubai

Procurement Assistant / Admin Officer

May 2019 – Sep 2021

Founded in 2005, Idama is a provider of Integrated Facilities Management solutions for real estate developments. From the complex maintenance of heating and ventilation systems to the meticulous cleaning of offices and receptions, Idama manages the facilities of all types of built environment. Managing more than 62 million sq.. of development in Dubai, Idama provides services to some of the most prominent landmark developments in Dubai.

Projects:

- Dar Wasl Mall & Residential
- Wasl Aquare Retail & Residential
- Other Individual Wasl Villas more than 500 units

Job Role:

- **Sourcing and Procurement:** Identifying and selecting suitable suppliers, negotiating contracts, and securing the best possible prices and terms.
- **Cost Management:** Estimating costs, establishing budgets, and ensuring purchases stay within financial parameters.
- **Quality Assurance:** Verifying that purchased goods and services meet the organization's quality standards and specifications.
- **Record Keeping:** Maintaining accurate records of purchases, pricing, and other relevant data.
- **Inventory Management:** Ensuring adequate stock levels and timely delivery of goods and services.
- Prepare AMC (Annual Maintenance Contracts) Comprehensives & Non.

Managing office supplies and equipment, coordinating maintenance and repairs, and ensuring a clean and organized workspace

Communication and Customer Service: Serving as the first point of contact for visitors and handling inquiries, directing people to the appropriate personnel, and providing general assistance.

Coordination and Scheduling: Managing meeting rooms, travel arrangements, and event logistics, including coordinating with vendors and external parties.

Compliance and Policy Enforcement: Ensuring adherence to office policies and procedures and assisting with onboarding new employees.

Essentials Skills:

Organizational Skills: The ability to manage multiple tasks, prioritize effectively, and maintain organized records.

Communication Skills: Excellent verbal and written communication skills for interacting with staff, clients, and vendors.

Technical Proficiency: Competency in using Oracle, Maximo, office software (Microsoft Office Suite), database management, and other relevant systems.

Problem Solving Skills: The ability to identify and resolve issues that may arise in the office environment.

Customer Service Skills: The ability to provide a positive and helpful experience for visitors and internal customers.

Time Management: The ability to manage time effectively and meet deadlines.

Adaptability: The ability to adapt to changing priorities and work in a fast-paced environment.

MAB FACILITIES MANAGEMENT LLC, Dubai.

Storekeeper / Admin

April 2015 – May 2019

MAB Facilities Management is a total facilities service provider of choice in the Middle East and North Africa region, delivering best-value services in FM consultancy, managing agent, engineering maintenance, cleaning, security, concierge, pools management, and landscaping to discerning clients.

Projects

Nad Al Sheba the private health & Sports club of HH Crown Prince of Dubai (Engineering Office)

- Old Town Island Residential, Old Town Residential and Souq Al Bahar Retails, Burj View Residential Towers (Emaar Community management)
- Marina mall and Marina walk (Emaar Malls Group)
- Marina Quays East West North Residential Towers (Emaar Community Management)
- Louvre Museum Abu Dhabi

Job Role

- Update Inventory in software on daily basis
- Hands on Oracle & Maximo
- Procure Maintenance items, Housekeeping, office Supplies.
- Provide weekly, monthly stock and consumption Report.
- Prepare Work Orders, PRs, RFQs, & LPOs for Stock Requirement
- Maintain Site staffs' attendance and other staffs Record Registers in system.
- Prepare Proposals for Variable jobs for Client.

- Performs related and peripheral Site – specific Duties as Required

Educational Profile:

Intermediate (10+2) Jharkhand State Open School

Bachelors (Pursue)

Technical Skills

Operating System – Windows, OS MAC, Software – Maximo (Create Work Orders, Purchase Requisitions, Inter Store Transfer, Item Cataloguing Request, GRN, Inventory issue RM-CM Report, On Hand Availability Report, Inventory ABC analysis Report, Inventory Aging Report, ERP, Oracle, Infor-EAM MS Office – Word, Excel, PowerPoint

Personal Details

Date OF Birth: 01/01/1989

Gender: Male

Marital Status: Married

Nationality: Indian

I hereby declare that the mentioned above is all true and updated as per mentioned date.