

# **B I B I N M T H O M A S**

**Email:** bibinthomas80@gmail.com, **Mob No:** 9747883238

## **OBJECTIVE**

To continue my career with an organization that will utilize my Managerial, Supervisory and Administrative skills to benefit mutual growth and success

## **EDUCATION:**

**Master of Business Administration (HR & Marketing) ANNA UNIVERSITY-St Xavier's college**

**Bachelor of Business Administration (BBA) M.G UNIVERSITY- Marian College Kuttikanam**

## **EXPERIENCE SUMMARY**

- Latest work experience - Deyaar Community Management, Dubai (UAE)
- Overall experience of 10+ years.
- Handled both soft services and hard services in CAFM
- Knowledge in FSI, ICMS and Urbanize CAFM softwares

### **1. Deyaar Community Management, Dubai (Sept 2020 to Dec 2021)**

#### **Community Administrator**

##### **Duties and Responsibilities**

- Initiating annual maintenance contract renewals by raising purchase request and coordinating with procurement for releasing purchase orders
- Verifying received invoices by checking purchase orders, contracts, service reports, delivery notes, previous payments, etc. and coordinating with accounts for timely payment
- Handling petty cash and providing supporting documents to accounts for clearance
- Ensuring that required documents for service charge budget approval are complete and accurate before sending to RERA approved auditors
- Coordinating with the Community Manager and the Elected Board Members for gathering required documents to register the Interim Board Members in RERA
- Preparing notices for site requirements
- Verifying submitted documents by tenants/owners for move-in and access card applications
- Responding to tenants'/owners' e-mail or forwarding the e-mail to the concerned person or department
- Ensuring that important documents are filed properly (hard and soft)
- Preparation of Monthly unit handover report & RERA quarterly report
- Coordinating with collections team on Association fee collection and booking in system
- Raising demands for NOV's, RDC fee & Access cards in system

**2. Engie Cofely Energy Services (Abu Dhabi Airports) (January 2019 – 31<sup>st</sup> August 2020) (Client -Abu Dhabi Airports)**

**CAFM Coordinator**

**Major Responsibilities**

- Attending emails to monitor and register the complaints
- Coordinate with different departments and pass the job details
- Follow up with the supervisors and engineers on the job completion
- Generate reports of Helpdesk daily jobs status
- Redirect the complaint calls to concerned teams which are out of Company scope
- Overall monitoring of the Helpdesk activities
- Report CAFM faults to all stakeholders including clients
- To Provide the status update of each jobs to requester and management
- To provide administrative support to Facilities team including managers
- Respond to requests for CAFM asset system assistance in person, via phone or electronically
- Research all CAFM PPM requests using available information & resources
- Advise callers on appropriate actions being taken, Schedules and planned works.
- Log all CAFM interactions e.g. requests for new equipment or removal of old equipment. Changes to Planned schedules etc.
- Redirect problems to appropriate resources
- Identify and escalate situations requiring urgent attention to Hard Services and Maintenance Manager etc.
- Manage all the HR support functions on site in coordination with HR department for staffs and their welfare

**3. Emrill Services LLC, Dubai, UAE (June 2015 – October 2018) (Clients-Masdar / Yasmall and Emaar Properties)**

**Administrator/ CAFM Coordinator**

**Duties and Responsibilities:**

- Provide Administrative support to the line manager and meets client requirements
- Provide Administrative support to operations and manage Technical MEP, HK and Civil works.
- Contribute to weekly and Monthly reports & weekly meeting. Coordinate with management for the contract deliverables including KPI and other reports
- Handling petty cash, daily collections, co-ordinates with accounts department and submit on time.
- Attend to reactive CAFM jobs and respond within SLA.
- Log maintenance calls & Update PPM's, and reactive jobs daily in CAFM System.
- Contract Management Hard FM, Soft FM and Third-party specialist and sub-contractors.
- Manage all the HR support functions on site in coordination with HR department for staffs and their welfare
- Preparation of weekly and monthly CAFM reports

#### **4. Wipro Technologies, Cochin, India (June 2011 - August 2014)**

##### **HR Executive (Campus recruitment)**

###### **Description of Responsibilities.**

- Overall coordination in Organizing campus recruitment drives.
- Assisting in students hiring for Software engineer positions and Wipro WASE and WiSTA
- Coordination for Pre and Post on Campus and Off Campus recruitment events.
- Responsible for event panel mobilization for technical as well as HR
- Ensuring logistics and admin arrangements as per the recommended guidelines.
- Initiating for Written\Online tests, Technical and HR interviews
- Auditing and tracking all documents of campus recruitment drives before sending to operations team
- Ensuring the proper arrangements for conducting parents meet and IV for non- engineering batches.
- Ensuring all pre and post event requirements are happening within the given TAT.
- Prepare vendor master of the completed events.
- On boarding and induction of new joiners (campus recruits)

###### **Additional Responsibilities**

- Sourcing of lateral profiles
- Coordinating with candidates for telephonic and direct interviews of lateral joiners.
- Initial telephonic screening of the candidates by reviewing the resumes, followed by telephonic round of discussion.
- Document collection and verification.
- Scheduling and coordinating interview processes for short listed candidates.
- Coordinating to arrange for direct interviews.
- Reconciling the offered documents

#### **5. Karvy Stock Broking, India (January to December 2007)**

##### **Terminal Dealer (Online Commodities & Shares)**

###### **Responsibilities**

- To handle different kinds of clients such as commodity and stock broking through buying and selling of online commodities and shares
- To help the clients by giving the tips for trading and to increase the company's profit by doing the maximum number of trades.
- To generate daily as well as monthly reports of trades and the no of clients traded.

#### **PROFESSIONAL ACHIEVEMENTS**

- Got an overall awareness about community Management and Administration
- Got a good exposure in FSI, ICMS and Urbanize (CAFM) soft wares
- Got several appreciations from management & clients for the brilliant handling of customers/tenants and software
- Got the best performer award (2013-2014) from Wipro Technologies, for the excellent contribution towards campus recruitment.
- Got an opportunity to visit (campus recruitment) famous engineering and arts & science colleges in Kerala and Andhra Pradesh
- Got the basic knowledge about Commodities and Stock market

**PERSONAL VITAE:**

Nationality : Indian  
Date of birth : 28<sup>th</sup> February  
Marital Status : Married  
Languages known : English, Hindi, Malayalam and Tamil  
Passport No : U5186356

**ADDITIONAL DETAILS:**

**Driving License: Holder of valid UAE & Indian driving license**

**Visa Status:** Employment Visa

**References:** Will be furnished upon request.

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my Knowledge

**Place: Kattappana**

**Bibin M Thomas**