Arnold Stephen

FACILITIES COORDINATOR

SUMMARY

Mechanical Engineer with 5 years of experience in Facilities management and MEP Engineering department including Procurement, project management, project coordination, snagging-de-snagging, maintenance activities during DLP period after handing over of the project. Currently seeking for a long-term challenging opportunity for making a significant contribution towards self-growth and growth of the organization by utilizing my knowledge and skills.

TECHNICAL SKILLS

AutoCAD 2014+ HAP V4.5+ McQuay Duct Sizer



MS Word 2010 + MS Excel 2010 + Outlook 2010 +



EXPERIENCE

Facilities Maintenance Coordinator

Mites Constructions LLC Jan 2019 - Dec 2019

- Coordinate with sub-contractors to carry out outstanding works and snag works within before handing over.
- Coordinate the rectification works and ensure these have been recorded to a central file during the (DLP)
- Assist the Facilities Manager to monitor service standards.
- Monitor MEP system performance post-handover, and assist with reporting faults and rectification of faults.
- Ensure Reactive and Planned Preventative Maintenance is carried out as per the schedule and agreed Service Level.
- Ensure all planned and reactive work orders are completed on site as per standards .

MEP Coordinator

James Constructions LLC Nov 2018 - Jan 2019

- Manage and supervise the daily activities of the technical team.
- Ensures optimal usage of manpower and resources.
- Monitor drawing / material / work conformances with provisions as per specification and authority regulations.
- Check the activities on site and provide the necessary reminders to the Project Manager, Construction Manager for any immediate action.
- Coordinate with sub-contractors, Engineers and Construction Manager to obtain clearance before starting the work to ensure smooth and efficient execution of work.
- Carries out site inspection on a random basis to monitor the benchmark of work and schedule.
- At project close out co-ordinate the production of as built drawings to ensure they are delivered as per the contract requirements in terms of quality and time.
- Coordinates with other teams and ensures satisfactory completion of work.
- Ensures that both the quality and the quantity of the jobs are in line with Service Level Agreements.
- Ensure that any maintenance during the DLP period is taken care of and closed immediately.

MEP Engineer

VLC Energy Electro-Mech Works LLC Mar 2017 - Oct 2018

- Ensure that all HVAC, plumbing, firefighting site activities are conducted under controlled conditions as per shop Drawings, method statements, project specification, local authorities and work plan.
- Allotting work to Foreman, technicians and labors and making sure the allotted work is completed on time.
- Attend all project related meeting with Client/Consultant/Main Contractor and reporting back to the General Manager on the proceedings.
- Managing the HVAC, plumbing, firefighting Shop Drawings, Material Submittals, Method Statements, Inspection Requests, Technical Queries (TQ/RFI).
- To receive all project related instructions from the Client, Engineer, Main Contractor, etc and transmit, communicate and arrange effective action in coordination with the Management.
- Ensures that all construction works are undertaken to required designs, specification, standards and Quality requirements.
- Preparing BOQ of MEP materials based on approved drawings.
- Arranging space/store on site for materials.
- Mobilize and controlling of manpower, equipment's and materials at site.
- Planning for next day activities and preparing target program on weekly basis.
- At project close out co-ordinate the production of as built drawings to ensure they are delivered as per the contract requirements in terms of quality and time.

Mechanical Site Engineer

Modern Technical Services Nov 2016 - Feb 2017

- Supervising the site for installation of fire fighting pipes, sprinklers, equipments etc, as per DCD approved drawings.
- Allotting work to labors.
- Raising request for materials.
- Arranging space at site for materials and making sure that they are kept in a safe place.

HVAC Engineer

Vera Engineering Consultancy May 2014 - Jun 2016

- Execution of HVAC work at site as per approved shop drawings.
- Prepration of shop drawings.
- Work co-ordinations with consultants, Architects.
- Inspection after work completion with clients, architects and consultants.

PROJECTS

GHD Developments

MEP Procurement Engineer and Coordinator Jan 2019 - Dec 2019 2B+G+4+R Residential building located in Jumeriah Village Circle, Dubai

Consultant: Federal Engineering Consultants

Al Jadeed Holding

MEP Coordinator Nov 2018 - Feb 2019

B+G+4+R Residential building located in Jumeriah Village Circle, Dubai

Consultant: Adnan Saffarani Engineering Consultants

Croseus Holding

MEP Coordinator Nov 2018 - Feb 2019

2B+G+6+GYM+R, Commercial and Residential building located in Al Barari, Dubai

Consultant: Em Square Engineering Consultants

Samih Bakiri Al Tarabichi Building

MEP Site Engineer May 2017 - Feb 2018

B+G+4+GYM+R, Commercial and Residential building located in Al Quoz, Dubai

Consultants: CV Tech Engineering Consultants

Rose Home Investments

MEP Site Engineer Mar 2017 - May 2017

2B+G+10+R, Residential building located in Al Barari, Dubai

Consultants: CV Tech Engineering Consultants

Abdul Rahman Nasser Al Moufiarij Building

MEP Site Engineer Feb 2018 - Oct 2018

2B+G+4+R, Residential building located in Jumeriah Village Circle, Dubai

Consultants: CV Tech Engineering Consultants

EDUCATION

Bachelor of Technology in Mechanical Engineering University of Southern California Oct 2010 - Apr 2014

Modern High School San Jose State College Jul 2008 - May 2010

LANGUAGES

English

French

German

Arabic

STRENGTHS

- Ability to work with a team and as an individual.
- Quick learner and confident to take up challenging tasks with a positive attitude.
- Sincere, hardworking and cooperative in nature.
- Efficient result driven ability.
- Maintaining confidentiality
- Ability to work under pressure.
- Good Communication Skills
- Adaptability to in any work environment.
- Flexible and self-confident

HOBBIES

Playing Chess, Cooking, Watching Cricket

REFERENCES

References shall be furnished upon request.