Butti Saeed Almheiri

Abu Dhabi, UAE | 050-540-6747 | butti_almuhairi@hotmail.com

Dear HR Manager;

I am writing to express my interest in the position which been mentioned in Tawteen posts.

I offer several years of experience that makes me a strong candidate of this position, I am a natural team leader cross different platforms i.e. management, engineering, logistics, auditing, etc. I am certified electrical engineer (DEWA) who practice engineering and management parallelly to improve my team, their environment and their KPIs at all times.

The tap portion of my attach resume high lights my career profile as well as three significant accomplishments which have been maintained.

I welcome the opportunity to speak if you feel like be a strong candidate for this or any other similar position in your organization.

Abu Dhabi
+971 50 540 6747
Butti_almuhairi@hotmail.com

ENG. BUTTI SAEED ALMHEIRI

PROFESSIONAL PROFILE

I start working with UAE Army since 2010 as an operation engineer, where I was responsible of all types of professional maintenances i.e. civil, mechanical, electrical, machines with different standards where my KPIs had been improved from 69% to 95%. In 2012, I have been shifted to QA/QC Department where I practice my full two (2) years of insuring policies & procedures had been maintain at all time, guide employees to the best practices in admin and engineering procedure. In 2014, I have been elected to be an auditor of the whole department where I was responsible of submitting reports to my manager, taking correction actions where it's needed, and insuring all my team is happy in the very harsh environment where work had been taking a place at.

As well as, I am a licensed Electrical Engineer and facility manager. I was working at Rakaz Electrical Contracting Co. as a projects manager since 2015. I worked on many projects i.e. building contracting, maintenance contracting & Power Additional Loads & Selective Automation projects as well.

I would like to mention that I proudly improve my work space efficiency in army and the company by improving procedures that the work follows at, improving the work environment for the employees & always give help and advice to any one that in need.

EDUCATION

BACHELOR'S OF ELECTRICAL ENGINEERING, UNIVERSITY OF DAYTON, OHIO, USA, DECEMBER 2009

Certified Electrical Engineer License#: 108725 (Active)

Certified Auditor License#: A9017A

Certified Facility & RE Manager #: 124 (Active)

PROFESSIONAL SUMMARY

Projects Director, RAKAZ ELECTROMECHANICAL CONT., DUBAI
January 2016 - June 2019
Duties and Responsibilities;

1. Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
2. Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
3. Create and maintain comprehensive project documentation
4. Develop comprehensive project plans to be shared with clients as well as other staff members
5. Meet budgetary objectives and make adjustments to project constraints based on financial analysis
6. Coordinate internal resources and third parties/vendors for the flawless execution of projects
7. Measure & Track project performance, specifically to analyze the successful completion of short and long-term goals
8. Develop a detailed project plan to monitor and track progress
9. Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
10. Ensure that all projects are delivered on-time, within scope and within budget after ensure resource availability and allocation
11. Attend conferences and training as required to maintain proficiency Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
12. Contributes to team effort by accomplishing related results as needed.
13. Ensure that all projects are delivered on-time, within scope and within budget

VP AUDITOR, UAE AIR FORCE., ABU DHABI
January 2014 - December 2015
Duties and Responsibilities;

1. Determine, plan, and supervise the delivery of the Group's risk-based audit plan.
2. Develop and mentor the audit team; provide enhanced training and career planning.
3. Drive delivery of internal audit's work on time, within agreed budget, and in accordance with audit methodology and agreed quality standards.

4. Provide an independent opinion on the governance, risk, and control environment.
5. Deliver and communicate audit results to executive management and the Audit Committee.
6. Apply extensive industry knowledge and technical expertise and support the audit team in learning and developing through proactive analysis and shared experience.
7. Provide thought leadership to executive management and the Audit Committee in terms of leading internal audit and internal control practices.
8. Monitor continuous improvement of audit methodology and practices through the adherence to documented procedures and standards (best practices), ensuring consistency of working practice and quality of employees across all audit teams.
9. Maintain relationships with key stakeholders, including the Audit Committee chair and other members, board level executives, and regulators.
10. Provide internal clients with an understanding of internal audit expectations.

QA/QC ENGINEER, UAE AIR FORCE., ABU DHABI
January 2012 - December 2013
Duties and Responsibilities;

1. Develop and determine all standards to perform inspection and tests on all procedures and oversee all testing methods and maintain high standards of quality for all processes.
2. Review quality of all materials at site and ensure compliance to all project specifications and quality and collaborate with department for all material procurement and maintain quality of materials.
3. Supervise effective implementation of all test and inspection schedule and ensure adherence to all procedures and coordinate with various teams to perform quality audits on processes.
4. Assist with employees to ensure knowledge of all quality standards and ensure compliance to all quality manual and procedures and collaborate with contractors and suppliers to maintain quality of all systems.
5. Manage lifting of all equipment and handle efficient storage of all hazardous materials and perform quality audits as per required schedule.
6. Analyze all products and non-conformance processes and evaluate all documents to ensure maintenance of optimal quality and prepare monthly reports to evaluate performance.
7. Monitor an efficient system and record for all project activities and analyze all processes to ensure all work according to quality requirements.

8. Manage all work methods and maintain knowledge on all quality assurance standards and monitor continuous application for all quality assurance processes and recommend corrective actions for all processes.

OPERATION ENGINEER, UAE AIR FORCE., ABU DHABI
December 2009 - December 2011
Duties and Responsibilities;

1. Identifies operational problems by observing and studying system functioning and performance results; investigating complaints and suggestions; interviewing process supervisors and operators; completing troubleshooting procedures.
2. Identifies operational priorities by assessing operational objectives; determining project objectives, such as, efficiency, operator convenience, safety, environmental quality; estimating relevance, time, and costs.
3. Develops operational solutions by defining, studying, and screening alternative solutions; determining impact on total system.
4. Anticipates operational problems by studying operating targets, modes of operation, unit limitations; monitoring unit performance.
5. Improves operational quality results by studying, evaluating, and recommending process re-design; implementing changes; contributing information and opinion to unit design and modification teams.
6. Maintains safe and healthy work environment by following and enforcing standards and procedures; complying with legal regulations.
7. Provides operational management information by collecting, analyzing, and summarizing operating and engineering data and trends.
8. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
9. Accomplishes engineering and organization mission by completing related results as needed.

A few Assorted Achieved Projects;

1. Project: Several Assorted villas & Compounds DM Certified Maintenance (Dubai & Hatta) Jan 2013 – Present
   Project Client: Mohamad Bin Rashid Housing Establishment
   Project Client: Shk. Zayed Programme.

2. Project: Several High Rise Facility Management (Hard & Soft) & Modify Existence Electric and / or Plumbing infrastructure systems after taking the approval of the municipality Mar 2014 – Apr 2017
   Project Location: Dubai, Sharjah

- Ameer Abu Khamseen Tower (G+5P+50) (1000 Unites)
- Othmn Tower (G+3P+15) (120 Units)
- Majaz Tower (G+1P+15) (270 Units)
- Ritz Tower (G+3P+25) (270 Units)
- Mansouri Tower (G+5) (40 Units)

3. Project: Modify Existence Electric, Plumbing, TV & Tele Systems, Mechanical Systems, Civil works. Jun 2015 – Mar 2019
   Project Clients:

   - Client Name: Ahmad ALsouqatri (multiple Hangers)
   - Client Name: Sabah tanaf (Jumairah Villa)
   - Client Name: Nizar Talib (villa complex – Hatta)
   - Client Name: Ali Mosa & Sons, Multiple Towers (HVAC systems) (Parking Management system)
   - Client Name: Shekha & Partners (Hydroponic semi-automatic farms) (Irrigation systems) (Dosing systems).

SKILLS

1. Experienced Projects Manager in cross - different platforms.
2. Experienced electromechanical engineer with solid background.
3. Strong background in factories and machining.
4. Experienced Presenter in large, high normal and technical presentations.
5. Effective oral and written communication skills in both languages.
6. High Skilled individual in technical Writing in Arabic & English
7. Strong interpersonal and negotiator in both language.
8. Expert in computer literate i.e. office house, AutoCAD, etc…

Languages

1. Arabic
   Level: Expert
2. English
   Level: Expert

Courses:

1. Auditor, Indeed 2013
2. Auditor, Army Course training 2013-2014
3. Management 101, 201 Army Course training
4. Real Estate Diploma, RERA
5. Facility Management Diploma, RERA
6. Owner Association Manager, RERA
7. Owner Association Manager SRSA

Memberships

1. Society of Engineer
   Membership/Role: Active Member
   Member since: September 2015
2. Dubai Electricity & Water Authority
   Membership/Role: Certified Electrical Engineer
   Member since: September 2015
3. Real Estate Regulatory Agency - Dubai Land Department
   Membership/Role: Certified Facility Manager
   Member since: September 2013
4. Real Estate Regulatory Agency - Dubai Land Department
   Membership/Role: Certified Real Estate Manager
   Member since: June 2013
5. Real Estate Regulatory Agency - Dubai Land Department
   Membership/Role: Certified Owner Association Manager
   Member since: July 2013

REFERENCES

1. FADEL ALMAZROUIE
   UAE Air Force, Manager
   +971 50 232 1353
2. Mohammad Saeed Butti
   Federal Nuclear Regulatory Commission
   +971 56 454 0116
3. KHALFAN ALBEDWAWI
   UAE ARMY
   +971 50 4408408