

Bhanu Pratap Singh

Riyadh, Saudi Arab | Mobile/ WhatsApp: +966547305570 | Email: bhanu234623@gmail.com
Valid KSA Driving License(Light Vehicle) | Languages: English, Hindi, Arabic | Nationality: Indian

Desirous of working in an organization which provides adequate opportunity for career development and to learn to utilize my knowledge and contribute to the success of organization by my sincere efforts

Professional Summary: Experienced facilities management professional with over 3 years of expertise in overseeing daily operations, preventive maintenance, and vendor coordination. Proficient in Microsoft Office Suite, SAP, and facility tracking tools. Strong knowledge of HSE regulations, electrical, HVAC, and civil systems. Certified in NEBOSH with a proven track record of reducing workplace incidents by 15% and optimizing operational costs by 12%. Adept at managing concurrent tasks, ensuring compliance, and driving process improvements.

Experience

FM Supervisor | Musanadah Facilities Management, Saudi Arab (Jan 2022 – Dec 2024)

- Managed daily administrative tasks including high-volume call handling, appointment scheduling, and document organization, supporting 25+ staff with 100% record accuracy.
- Supervised day-to-day operations of accommodations, utilities, and building systems, ensuring 100% functionality and compliance with HSE regulations.
- Coordinated preventive and corrective maintenance for HVAC, electrical, and civil systems, reducing downtime by 10%.
- Conducted routine facility inspections, audits, and incident investigations, implementing corrective actions that reduced workplace incidents by 15%.
- Managed vendor performance for cleaning, HVAC, and electrical services, achieving a 95% vendor satisfaction rate and timely service delivery.
- Monitored energy usage, proposed optimization measures, and reduced utility costs by 8% through efficient resource management.
- Maintained accurate documentation, including maintenance logs, safety checklists, and compliance reports, ensuring adherence to regulatory standards.
- Supported space allocation planning, optimizing facility usage for 25+ staff across departments.
- Responded promptly to facility-related emergencies, resolving issues within 2 hours on average.
- Assisted in managing access control, safety systems, and emergency response protocols, enhancing site security.
- Utilized Wusool for data entry, purchase requisitions, and facility tracking, streamlining workflows and maintaining precise records.
- Supported project teams in facility-related logistics and upgrades, contributing to the on-time completion of 10+ projects.
- Ensured all facilities-related permits and licenses were renewed on time, maintaining 100% compliance with local regulations.
- Implemented innovative process improvements, such as automated maintenance scheduling, increasing operational efficiency by 10%

FM Coordinator | Zion Engineering Works, Lucknow (AUG 2021-DEC 2021)

- Oversaw daily operations of accommodations, utilities, and building systems, ensuring full functionality and HSE compliance.
- Managed preventive and corrective maintenance for HVAC, electrical, and civil systems, reducing downtime by 10%.
- Conducted facility inspections, audits, and incident investigations, reducing workplace incidents by 15%.
- Monitored vendor performance for cleaning, HVAC, and electrical services, achieving 95% satisfaction and timely delivery.
- Optimized energy usage and implemented process improvements, reducing utility costs by 8% and boosting efficiency by 10%.
- Maintained accurate documentation, including maintenance logs and compliance reports, ensuring 100% regulatory adherence.

- Supported space allocation and facility logistics, optimizing usage for 25+ staff and aiding 10+ project completions.
- Responded to emergencies and managed access control, resolving issues within 2 hours and enhancing site security.

Certification: Computer Concepts Certification | Digital Skills Certification | NEBOSH

Education

- Diploma In HVAC [2017]
- Bachelor of Science (BSc) – Mathematics | Sangai International University [2019]
- Master of Business Administration (MBA) | Supply Chain Management Pragyan International University [2021]

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