

SYED SALMAN MEHDI GARDAZI

Facilities Coordinator | Building Maintenance & Operations

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Summary

Dedicated and detail oriented Facility Coordinator with six years of experience in managing facility operations, maintenance and vendor relationships to ensure safe and compliant work environments. Skilled in budgeting, space planning and implementing preventive maintenance Programs. Ability to lead the team, resolve operational challenges while maintaining compliance with safety regulations.

Skills

Facility operation and Management, Preventive Maintenance and scheduling, vendor Management, Budgeting, work order Management, Health and safety, Asset Management and inventory,

Experience

Tamimi Group

Neom, Saudi Arabia

Facilities Coordinator

2023 - Present

Oxagon South Business Community and Neom Port Office

- Managed the day-to-day operations of 250 staff offices in Neom Port and 200 units in Oxagon South Business Community
- Technical documentation and engineering drawings
- Supervision and Leadership
- Maintenance and Repair
- Vendor Management
- Budgeting and Procurement
- Space Management
- Communication & Reporting
- Project Management
- Asset Management and Inventory
- Schedule for cleaning and disinfecting the building
- Daily work Order Management
- Coordinate with customers, guests, and the Facility Manager
- Maintain an updated record of invoices from Sub-Contractors
- Routine inspection of utility areas
- Plans for Daily, Weekly, Monthly, and Annual Maintenance

Fauji Meat Limited

Karachi, Pakistan

Facilities Maintenance Supervisor

2018 - 2022

Coordinated all facility related operations in the company's Staff Community

- Facility Inspection and Compliance
- Maintenance Operations
- Budgeting and Inventory Management
- Preventive Maintenance Planning
- Safety and Compliance
- Technical Documentation and Reporting
- Emergency and Reactive Maintenance
- Supervising construction, maintenance, and soft service staff
- Read and interpret engineering drawings and technical documents
- Team Leadership & Training
- Conducted facility inspections to identify and address potential issues
- Lead a team of 68 maintenance staff

Experience

Pakistan Red Crescent Society

Karachi, Pakistan

Construction Supervisor

2013 - 2015

Construction of Command & Control Centre

- Supervise Daily Construction Activities
- Prepare Request for Inspection
- Closing RFI
- Quality Control
- Observe the temperature and slump of fresh concrete on the site
- Site Layout and Bill of Quantities
- Subcontractor Management
- Safety & Compliance

Education

NED University of Engineering and Technology

Karachi, Pakistan

Bachelor's degree in civil Engineering Technology

2019

Swedish Institute of Technology

New York City, New York

Associate's degree in civil engineering

2009 - 2012

Strengths

- | | | |
|---|--|--|
| ✓ Technical Proficiency
understanding of facility systems | ✓ Communication Skills
Clear Communication | ✓ Leadership and Team Management
Team Coordination |
| ✓ Budgeting and Cost Management
Financial Reporting | ✓ Project Management
Coordination of Large Projects and Vendor & Contractor Management | ✓ Sustainability Awareness
Knowledge of sustainable building practices and energy-efficient systems. |

Languages

English Advanced ●●●●●

Arabic Intermediate ●●●●●