



Faisal Mahmood Malik

PROCUREMENT & PROPERTY MANAGEMENT PROFESSIONAL

Highly experienced procurement and purchasing professional with a strong hotel industry background. Proven capability to lead sourcing of raw materials and indirect materials. Adept in developing the appropriate flow of materials, quality standards, supply strategies, negotiating supply contract, securing supply, managing inventory, planning, logistics and payable requirements. Skilled in meeting owner and tenant expectation, supervising external, office & maintenance personnel and operational budgets, contract negotiation and management while successfully managing vendor relationships. Effective leader who excels in motivating teams and resolving supplier issues. Seeking a challenging position to leverage knowledge, experience and achieving organizational goals with professionalism and satisfaction.



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Abu Dhabi, UAE



05 October 1979



WORK EXPERIENCE

Procurement & Logistics Manager

Armed Forces Officers Hotel

02/2016 - Present

Abu Dhabi, UAE

- Spearhead all aspects of procurement and purchasing operations for the hotel, ensuring adherence to the highest quality standards and specifications.
- Coordinated logistics for over 500 projects annually, ensuring timely delivery and maintaining customer satisfaction levels above 95%.
- Ensuring that warehouses personnel adheres to safety hazard & employees are properly trained to safely utilize Equipments and Machineries.
- Directly contributed to a 10% growth in company revenue by optimizing transportation routes and carrier negotiation.
- Develops and executes annual sourcing plan and budgets.
- Obtained competitive quotations and maintained optimal pricing for all purchases, resulting in cost savings.
- Qualify new vendors, including RFPs and managing vendor negotiation in high spending or key functional areas.
- Oversee local purchases and imports shipments, ensuring timely delivery and optimal stock levels.
- Responsible for leading projects of varying complexity including those focused on cost reduction strategies, process improvement and controls.
- Collaborate with the Executive Office, arranging meetings with suppliers for follow-up purposes and fostering strong partnerships.
- Improved the efficiency and accuracy of executing supply chain strategies by creating new Access and SQL databases to organize all information.
- Develop and manage internal relationship with Human Resources stakeholders throughout SPEs various business units.
- Maintained strict confidentiality of management information and managed contract renewals for various services, including cleaning chemicals and pest control, ensuring seamless operations and compliance with industry standards.

Corporate Executive Property Facility Management

Arabtec Holding (World Trade Center)

05/2014 - 11/2015

Abu Dhabi, UAE

- Understand market environment, customer demands and competition landscape to accelerate company revenue growth in selected Technologies/ Segments/ Accounts.
- Coordinated and facilitated the arrangement of signage directories for the office tower, ensuring clear and effective communication for visitors.
- Initiated some major improvement projects including pool renovation and gym installation.
- Organized and supervised the successful execution of fire drills for the tower in close collaboration with the security team, ensuring compliance with safety protocols.
- Prepared monthly finance reports for the association, reviewed and approved all statements.
- Met with and obtained bids from vendor for repairs & maintenance of the common areas.
- Scheduled and conducted regular meetings with project teams to assess and monitor the progress of landscaping initiatives, ensuring timely completion and high-quality standards.
- Implemented a systematic approach to monitor and verify daily security attendance sheets and rosters, ensuring accurate records and optimal staff deployment.
- Performed property inspections 2 times per month, checking for routine maintenance requirements and scheduling with contractors when necessary.
- Facilitated a streamlined parking management process by issuing parking transponders and effectively allocating parking slots to tenants, optimizing utilization and ensuring smooth traffic flow.



SKILLS

Procurement Strategy
Supplier Relationship Management
Logistical Management
Quality Assurance
Transportation Planning
Contract Negotiation
P&L Management
KPI Monitoring
Purchasing Optimization
Cost Control
Leasing Management
Business Continuity Management (BCM)
Operational Monitoring
Facility Management
Real Estate
Executive Presentation



SOFT SKILLS

Leadership Skills
Written & Oral Communication
Time Management
Adaptable
Teamwork
Inventory Management
Analytical Thinking
Budgeting
Administration
Security
Safety Management
Distributor Management



TECHNICAL SKILLS

MS OFFICE	Expert
SAP	Expert
ORACLE	Expert
AUDIT	Expert
EXCEL	Expert
POWER BI	Expert
OUTLOOK	Expert



WORK EXPERIENCE

Supervisor Tenant Facilities Residence & Offices Property Management Office - Nation Towers

06/2012 - 04/2014

Abu Dhabi, UAE

- Assisted tenants with leasing procedures, addressing inquiries, and resolving concerns, ensuring a seamless and positive leasing experience.
- Conducted regular meetings with the project team to ensure smooth handover and timely resolution of pending issues, fostering effective collaboration and project completion.
- Prepared and revised operating Budgets, Quarterly reforecasts, Monthly reports for all properties coordinated and approved all accounts payable and received for all properties.
- Supervised 15 employees at two facilities, contractors and vendors planned employee daily work schedules and kept timesheet records.
- Coordinated and oversaw soft services, including security, housekeeping, pest control, and window cleaning, ensuring a clean, safe, and well-maintained property.
- Monitored and reported updates on maintenance issues, broken windows, and repair work during cleaning operations, facilitating prompt resolution and minimizing disruptions and develop repair and maintenance scopes of work.
- Conducted daily briefings with the security and housekeeping teams to align tasks and priorities, ensuring efficient operations and service delivery.
- Facilitated weekly Operation & Maintenance meetings with the project team and contractors, promoting effective communication, and addressing operational challenges.
- Collaborated with contractors to address and resolve issues and concerns raised by tenants, ensuring timely resolution and high tenant satisfaction.
- Performed inspections and issued maintenance clearance certificates for tenants, ensuring compliance with maintenance standards and resolving any outstanding issues.

Supervisor (Residence & Offices)

The Fairmont

2010 - 2011

Dubai, UAE

- Managed the leasing process for both residential and office properties, ensuring seamless transactions and high occupancy rates.
 - Handled the collection and processing of cheques and payments from tenants, ensuring accuracy and timely financial transactions.
 - Updated and maintained credit facilities for tenants on a monthly basis, ensuring compliance with agreed-upon terms and maintaining up-to-date records.
 - Liaised with the engineering department to address and coordinate maintenance requests, ensuring timely resolution and tenant satisfaction.
 - Conducted dual inspections during the move-out process to ensure proper handover of properties, documenting any discrepancies and facilitating smooth transitions.
 - Established and managed duty rosters for the residence team, ensuring appropriate staffing levels and conducting daily shift briefings for task alignment.
 - Ensured timely clearance of DEWA electricity bills for all properties, maintaining good standing and preventing service interruptions.
 - Held weekly meetings with the landlord to provide updates on property operations, address any concerns, and follow up on payment matters, fostering strong relationships and transparency.
 - Coordinated entry of all property information into the software program, establish reporting protocols for maintenance request, preventative maintenance, vendor, and tenant certificates of insurance and key lease data tracking.
- ☐ Leveraged housing databased systems and software to calculate annual rent totals analyzed financial statements and data reports to devise strategies to grow rental revenues.

Supervisor Guest Services

The Fairmont

2006 - 2010

Dubai, UAE



EDUCATION

Bachelor of Arts Punjab University

1996 - 1998, Lahore, Pakistan

Intermediate in Pre Medical Rawalpindi Board of Intermediate & Secondary Education

1994 - 1996, Pakistan



PERSONAL DETAILS

Nationality

Pakistani

Marital Status

Married

Passport Number

AU0764324

Driving License:

Valid Light Vehicle & Motorcycle

- License valid till 2023
- License no: 699192



LANGUAGES

English



Urdu



Arabic





ACHIEVEMENTS

Appreciation Award:

I received an honorable nomination for Outstanding Contribution of the December 2023 for CO P28 in the house of *ERTH, Abu Dhabi*.

Achievement Award:

I received an honorable nomination for Performance Management Achievement Award of the November 2019 for Procurement Department in the house of *Armed Forces Officers Club & Hotel Abu Dhabi*.

Appreciation Award:

I received an honorable nomination for Appreciation Award of the March 2021 for CVN Charles de Gaulle in the house of *French Navy*.

Star of the Month:

I received an honorable nomination for Star Colleague of the August 2007 for front of house and April 2003 for heart of the house in *The Fairmont Dubai*.

ISO & Auditor Certified:

I received an honorable for Certificate of ISO 9001:2015, ISO 14001: ISO 45001:2018 & Auditor in September 2019 for heart of *Abu Dhabi, UAE*.