



# MIDHUN MURALI M R

Facility Manager | Operations Management | Procurement

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🌐 <https://www.linkedin.com/in/midhun-murali-9965a5227> 📍 Dubai

## SUMMARY

Dedicated Facility Manager with a strong track record in facilities and operations management, procurement, and customer relations. Skilled in lease administration, asset management, and emergency management. Adept at coordinating capital projects and ensuring optimal employee and occupant experience. Enthusiastic about bringing expertise in facility management to contribute to the success of the company's mission and further its operational excellence.

## LANGUAGES

English	Advanced	●●●●●
Hindi	Advanced	●●●●●
Malayalam	Advanced	●●●●●
Tamil	Advanced	●●●●●

## EDUCATION

### M.B.A. International Business

Annamalai University  
07/2016 - 07/2018 Chennai

### M.E. Computer Science & Engineering

Anna University  
07/2012 - 07/2014 Chennai

### B.TECH. Information Technology

Anna University  
08/2007 - 11/2011 Chennai

## SKILLS

ERP · iCampus · JDE · Phoenix · ZOHO

## STRENGTHS

### 💎 Facility Management Expertise

Skilled in school facilities and operations management, lease administration, asset management, and emergency management

## EXPERIENCE

### Manager School Operations

07/2023

#### Dubai Arabian American Private School

Muhaisnah1, Dubai, UAE

- School facilities and operations management
- General administrations and operations
- Stock and inventory control
- Procurement and purchase management
- Customer relations management
- Lease management, including lease administration and accounting
- Capital project planning and management
- Housekeeping and soft-service management
- Asset management & transport coordination
- Occupancy and space management
- Employee and occupant experience
- Emergency management and business continuity

### Facilities Management (FM) Coordinator

04/2022 - 07/2023

#### National Food Products Company (NFPC)

Sharjah, UAE

- National Food Products Company (NFPC)- Sharjah, UAE
- Facilities management and operations
- General administrations and operations
- Stock and inventory control
- Procurement management-invoicing/purchase request/purchase order etc
- Customer relations management
- Lease management, including lease administration and accounting

### Administrative Assistant

01/2016 - 03/2021

#### GEMS Education School Facilities & Operations

Dubai, UAE

- General administrations and school operations management
- School facilities management and operations
- Customer relations management
- Procurement management-invoicing/purchase request/purchase order etc
- Staff and student service and support
- Attend and coordinates staff review meeting
- Ensure child protection and safeguarding
- Manage student database with help of (ERP) Student Information Management System (SIMS)
- Stock and inventory control management

### Contract Engineer

01/2015 - 01/2016

#### Vikram Sarabhai Space Centre

Trivandrum, INDIA

- Responsible for Software Testing, Verification and Validation of Space launching vehicles software
- Tested for flight software of launch space vehicles like PSLV, GSLV and RLV
- Validated and Verified flight software of Launch Vehicle
- Was responsible for development of testing utilities Extracted data from binary files and text files and analyses the extracted data for the launch vehicle by use of Data Extraction Software

## ACHIEVEMENTS

💎 **Optimized inventory control system**  
Implemented system resulting in reduction of stock wastage.

💎 **Improved procurement process**  
Streamlined procurement process, reducing purchase order processing time.

💎 **Enhanced asset management**  
Introduced system leading to decrease asset maintenance costs

## STRENGTHS

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### Procurement Proficiency

Led a team of 10 developers in creating custom software solutions for diverse clients



### Customer Relations Management

Excellent at managing and maintaining customer relationships



### Operations Coordination

Adept at coordinating general administrations, stock control, and space management

## ACHIEVEMENTS

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### Coordinated emergency management

Successfully executed emergency plan resulting in decrease in response time

## CERTIFICATION

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[UAE driving license](#)