

# ABDUL RASHID BIN MOHAMED

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<b>Age</b>	: 43 years	<b>LinkedIn</b>	: <a href="https://www.linkedin.com/in/abdul-mohamed">linkedin.com/in/abdul-mohamed</a>
<b>Gender</b>	: Male	<b>Address</b>	: No 1, Jalan LEP 7/15, Taman
<b>Marital Status</b>	: Married		Lestari Putra, Bandar Putra
			Permai, 43300 Seri Kembangan,
			Selangor Darul Ehsan



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## **SUMMARY**

A FM professional with over 15 years of experience in managing facility in the facility management industry. He currently works at Global Facilities Management Sdn Bhd as an outsource FM service provider who in charge of client facility premises. Mainly, he will liaise with the client on the complaint, service level agreement, and performance. To achieve that, he continuously learned and built a good relationship with the client and eventually has a good rapport with them. His knowledge and experience have helped him to break the boundaries, provide the solutions to the matters raised. Dealing with people from different background either internally and externally, his communications has improved in time and he is learning to provide response, feedback or solution effectively and efficiently. So, he is anticipating to improve his professional skills in dynamic setting that offers a platform to achieve maximum self-potential and full stretch of knowledge, experience and skill next to senior management.

## **EXPERIENCE**

**Global Facilities Management Sdn Bhd**

**Technical Manager / Facility Manager / Business unit Manager**

**Nov 2011 - Present**

*Duties & responsibilities:*

- Headed the Operations of Facilities Management in projects site
- Ensuring a good and strong client relationship
- Ensuring that facilities meet government regulations and environment, health and security
- Supervised multi-disciplinary teams of staff including maintenance, cleaning and landscape
- Develop and implement Work instructions (WI) based on the contract agreement (CA)
- Managing budgets and ensuring cost-effectiveness
- Accountable for the overall performance outcome and results of operations within the operational unit.

*List of Projects:*

- Kementerian Pembangunan Wanita, Keluarga dan Masyarakat (Nov 2011 – Feb 2014)
- Putrajaya & Cyberjaya region (Mac 2014 – Augt 2015)
- Bank Negara Malaysia, Data Centre & Recovery Centre (Sept 2015 – Dec 2018)
- Bank Negara Malaysia, Head Office (Jan 2019 – Oct 2019)
- Spirit Aerosystem Sdn Bhd (Nov 2019 – Mac 2020)
- Technical Support Group, GFM Head Office (Apr 2020 – Jan 2022)
- Risk Management & Compliance department, GFM Head Office (Feb 2022 – June 2022)
- Istana Negara (July 2022 – Present)

*Significant accomplishments:*

- Assist GFM's sale team in BNM's document tender on 2018 which contributes GFM secured 4 BNM sites (BNM Sasana Kijang, BNM Head Office, BNM Tunas Kijang, BNM Data Centre) on Dec'18.
- Produced a good records of FM performance which secured a contract extension from clients (BNM, KPWK M)

**Mechanalysis Sdn Bhd**  
**Facility Manager**

**Oct 2011 – Nov 2011**

*Duties & responsibilities:*

- Headed the Operations of Facilities Management in projects site (MKN Embassy Tech zone & Mustapha Kamal Building, Cyberjaya)
- Ensuring a good and strong client relationship
- Ensuring that facilities meet government regulations and environment, health and security
- Supervised multi-disciplinary teams of staff including maintenance, cleaning, landscape and security
- Accountable for the overall performance outcome and results of operations within the operational unit.

**JRM Services Sdn Bhd**  
**Facility Manager**

**Nov 2008 – Sept 2011**

*Duties & responsibilities:*

- Headed the Operations of Facilities Management in projects site (Kompleks Kerajaan Parcel C, Putrajaya)
- Ensuring a good and strong client relationship
- Ensuring that facilities meet government regulations and environment, health and security
- Supervised multi-disciplinary teams of staff including maintenance
- Managing budgets and ensuring cost-effectiveness
- Accountable for the overall performance outcome and results of operations within the operational unit.

**Zulaz Engineering Sdn Bhd**  
**Electrical Engineer / Facility Manager**

**June 2007 –Oct 2008**

*Duties & responsibilities:*

- Headed the Operations of Facilities Management in projects site (Kompleks Mahkamah Kehakiman, Putrajaya)
- Ensuring a good and strong client relationship
- Ensuring that facilities meet government regulations and environment, health and security
- Supervised multi-disciplinary teams of staff including maintenance, cleaning and landscape
- Managing budgets and ensuring cost-effectiveness
- Accountable for the overall performance outcome and results of operations within the operational unit.

**Doyes Engineering Sdn Bhd**  
**Electrical Engineer (Project)**

**Sept 2004–May 2007**

*Duties & responsibilities:*

- Assist the Project Manager in the overall implementation of Electrical & telecommunication projects
- Plan, develops and monitors project execution plan which include project schedule, cost and budget, quality, standards, and technical specifications.
- Direct and guided the construction team to achieve delivery according to the timeline, specification, and drawing
- Undertake the technical and feasibility studies and site investigations
- Work closely and effectively with clients and internal project teams
- Provide technical advisory services to clients during the development and construction process

*List of Projects:*

- UIAM, Kuantan and ABM Wilayah Timur, Kuala Berang – telecommunication projects
- MRSB Balik Pulau, Pulau Pinang – electrical projects
- Johor Bahru Sentral – electrical projects

## **EDUCATION**

**Universiti Teknologi Malaysia, Skudai, Johor**

Bachelor Degree in Electrical Engineering, 2<sup>nd</sup> class lower

**2001 - 2004**

**Universiti Teknologi Malaysia, Jalan Semarak, Kuala Lumpur**

Diploma in Electrical (Power) Engineering

**1998 - 2001**

## **CERTIFICATIONS**

- Certified Data Centre Professional (CDCP), 5763091.20564992, 9<sup>th</sup> Augt. 2016

## **PROFESSIONAL AFFILIATIONS**

- Board of Engineers Malaysia (BEM), Graduate Engineer, 53250A
- Institute of Engineers Malaysia (IEM), Graduate Engineer, 32612
- Malaysian Association of Facility Management (MAFM), Ordinary member, MAFM/2016/0194

## **COURSES**

- Dynamic Team work program (all for one for all), Systematic Competency Alliance Sdn Bhd, 29<sup>th</sup> March 2015
- Manager as Coach, ASIA HR Training & Coaching, 15<sup>th</sup> June 2013
- GFM Internal FM Training & Certification, GFM, 2012
- Program Latihan Asas Penjimatan Tenaga & Air sebanyak 10% Bangunan di Putrajaya dan Cyberjaya, Malaysian Greentech Technology Corporation, 17<sup>th</sup> October 2012

## **SKILLS**

Computer skills: MS Office (Word, Excel, Power Point), GFM Enterprise Management systems (GEMS), Computerized Management Maintenance System (CMMS)

Personal skills: Analytic and problem-solving skills, Decision making, Customer service, Team Leadership

## **ADDITIONAL INFO**

- Languages: English and Malay
- Availability: 1-month notice period
- Expected Salary: RM 11,000.00 (negotiable)

## **REFEREES**

**En. Raziman b. Hazizi**

Assistant Facility Manager,

Spirit Aerosystem (Malaysia) Sdn Bhd

Tel. No.: 012-602 2768

Email: raziman.hazizi@spiritaero.com

**En. Zairy Ikhmal b. Zainal Abidin**

Manager,

FM Department, Bank Negara Malaysia

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