



### **ZAINI BIN MOHD ARIF**

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#### **PERSONAL SUMMARY**

Experienced and knowledgeable in Building Facilities and Management. Analytical and problem-solving skills. Always looking forward to learning new knowledge and committed in delivering the best results. Good common sense. Teamwork.

#### **PERSONAL DETAILS**

Date of Birth	: 26th January 1980
Place of Birth	: Kuala Lumpur
Age	: 43 years old
Nationality	: Malaysian
Religion / Race	: Islam / Malay
Marital Status	: Married

#### **EDUCATIONAL BACKGROUND**

2016	Executive Bachelor of Business Administration in Building Facilities Management Open University Malaysia, Kuala Lumpur
2014	Executive Diploma in Building Facilities Management Open University Malaysia, Kuala Lumpur
1998	Certificate in 3D Animation Cosmopoint Multimedia College (KLMUC), Kuala Lumpur
2001	Sijil Pelajaran Malaysia

## WORKING EXPERIENCED

**Jan 2019 - 2023**

### **RAPID BUS SDN BHD**

**KOMPLEKS RAPID BUS CHERAS SELATAN, KL. [HQ]**

***Associate, Facilities Management & Administration Department***

Responsibilities:

- Plan and coordinate with facilities head of section and foremen on preventive and corrective maintenance requirement efficiently execute and analyse technician and supervisor weekly report with recommendation/establishment of appropriate cause of action for higher authority approval.
- Prepare tender document, purchase requisition, technical drawing and specification for tender proposal in upgrading and improving degrading system to archive the department strategic objective.
- Carry out on-site periodical inspection on survey on maintenance works request for respective discipline to archive good state of repair.
- Investigate and report any corrective /action required on urgent basis in order to restore the facilities for smooth business operation.
- Propose accurate rectification work, organize site visit for outsource repair works and arrange specialist procurement of fixtures, fittings and components.
- Review and comment on technical requirement for repair, replacement and new installation work to ensure smooth running the operation.
- Monitor and control maintenance costs and budget and review maintenance performance respective discipline function.
- Identify potential failure as to avoid unplanned breakdown to all facilities equipment to ensure smooth running of business operation.
- Assist Leadhand to propose and prepare electrical system master maintenance in equipment fit-in planning, calibration schedule and yearly maintenance planning. Coordination to HVAC system, cold water supply system, firefighting and building management system and other facilities mechanical system related.
- Assist Head of Section in planning, preparing and execution of departmental Operational and Capital Expenditures and to be in line with the department's Business Plan.

**Mac 2017 - Nov 2019**

### **IOI PROPERTIES**

**WARISAN PUTERI, SEPANG [Township]**

***Assistant Manager, Building Services Department***

Responsibilities:

- To supervise common facilities and M&E system on daily basis.
- To check on renovation works carried out by owners.
- To attend to house owner's complaint and defects rectification.
- To supervise contractor's rectifications works to ensure works are delivered on timely basis.

## WORKING EXPERIENCED

Mac 2016 - Jun 2017

### AZMI & CO

COVA SUITES [consists of 386 units]

#### *Senior Building Executive*

Responsibilities:

- Perform daily operation of management office and to maintain the performances of the management office.
- To ensure daily collection is tally and bank in within 24 hours.
- Provide guidance and direction to the site personal in ensuring their work performance meets the requirement.
- Preparing monthly management report
- Monitor, review and approve all renovation work according to the specified requirement under the Renovation Terms and Conditions.
- Coordinate defect list of the building and present to subcontractors every 2 weeks.
- Anticipate daily management problems and resident complaints.
- Uphold the enforcement of 'House Rules' and other regulatory and requirements involved in Property management.
- Supervise, inspect, monitor and control all building operation including common areas, access control, security procedure, cleaning operation, maintenance program and other related matters on the building operation.
- Provide daily arrangements to the technical team.
- Arrange any rectification and maintenance services.
- Monitor performances of service provider on the schedule servicing and maintenance works.
- Assisting the Authorities (i.e., TNB / BOMBA / Visiting Engineer on sites inspection.
- Ensure the safety and security of the building.
- Coordinate all liaison with any related authorities, professional/ consultants or contractor when required.

## OTHER SKILLS AND INFORMATION

Computer Skills: Computer literature with programs such as Microsoft Office, SAP, Excel, Power Point, Adobe Photoshop, Adobe Illustrator, 3D Studio etc.

Other Skills: Freehand Drawing, Handyman Works, able to read Drawings [as build & schematic]

Language: Bahasa Melayu and English

Seminar / Training attended: NIOSH-TNB Safety Passport, CIDB Green Card, Water Proofing Courses at Bina Paint Bangi, Basic Road Contract, Land and Road Drainage (UPM & YSP), Institut Sukan Negara (Muay Thai Certified Instructor Class C – Institut Sukan Negara)

Driving License: B2 and D

Willing to travel: YES

Expected Salary (RM): Negotiable

## REFERENCES

Name: Puan Ruzanna Binti Mustaffa

Company: Rapid Bus Sdn Bhd

Position: Head of Section, Facilities Management & Administration Department

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Email: [ruzanna.mustaffa@prasarana.com.my](mailto:ruzanna.mustaffa@prasarana.com.my)

Name: Mohd Fairuz Bin Zainal Abidin

Position: Zone Maintenance Manager at 7-Eleven Malaysia Sdn Bhd

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