ABDUL AFIQ BIN AZAMAN

Facilities Manager & Assistant Manager

PROFILE

A self-motivating and goal driven person who adapts well in various environments. Have always ensured to accomplish any given tasks by any means necessary.

Knows how to speak English, Malay and Mandarin and able to utilize the languages to communicate efficiently with various people.

CONTACT

PHONE:
013-2726227

WEBSITE:
https://my.linkedin.com/in/abdul-afiq-azaman-b78525154

EMAIL:
afiqrxe@gmail.com

HOBBIES

Reading
Writing
Engaging in Self Improvement Activity
Exercising
Hiking
Playing Video Games
Tinkering with Techs

EDUCATION

SAITO UNIVERSITY COLLEGE
2019 - 2021
Bachelor of Business Management (Honours) – CGPA 3.81
Graduated with First Class Honours and Recipient of Chancellors Award

SAITO UNIVERSITY COLLEGE
2015 - 2018
Diploma in Business Management (Honours) – CGPA 3.76
Recipient of the Valedictorian Award

WORK EXPERIENCE

Facilities Manager – Saito University College Sdn Bhd
January 2024 – Present
- Oversees all aspects of building functions
- Scheduling of Routine Maintenance & Inspection
- Supervising Tasks Carried Out by Technicians
- Correspond with Contractors
- Managing Records and Updating & Enforcing Policies

Assistant Manager (Properties Division) - Safeguards Properties Sdn Bhd
July 2022 – Present
- Advertising and Selling of Properties
- Managing of Staffs in Division
- Preparing the Requirements for Creation of In house Property System
- Managing In House Property System
- Preparing Project Timeline for Renovations
- Sourcing and Liaising with Contractors
- Managing Tenant – Landlord Relations
- All Previous Position Duties

Senior Executive (Properties Division) - Safeguards Properties Sdn Bhd
March 2020 – June 2022
- Managing Commercial and Residential Property Tenants.
- Addressing Complaint and Collecting Rentals
- Negotiate, Prepare and Executing Tenancies & Managing Tenancies
- Managing Fire Insurances
- Managing Foreign Workers and Operating Expenses

SKILLS

Skill	Level
Adaptability	85%
Problem Solving	68%
Leadership	75%
Communication	80%
Microsoft Office	78%