

Shafiq Shaja

Assistant Manager

Kuala Lumpur
Malaysian

60192158021 -shafiq.shaja@gmail.com
Bachelor of Engineering (Hons) Mechanical, Multimedia University

Project Management | Facilities Management| Integrated Facilities Management

QUALIFICATION SUMMARY

Highly motivated and results-oriented individual with 8+ years of experience in managing the smooth operation of diverse facilities. Proven ability to lead teams, manage budgets, and implement cost-saving measures. Skilled in facilities maintenance, project management, event management, safety compliance, and building strong relationships with stakeholders.

KEY SKILLS

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|----------------------------|-----------------------|--------------------------------------|
| ✓ Project Management | ✓ Interpersonal | ✓ Leadership & Team Management |
| ✓ Facility Management (FM) | ✓ Vendor Management | ✓ Adaptability & Continuous Learning |
| ✓ Health & Safety | ✓ Technical Knowledge | ✓ Budget & Financial Management |

RELEVANT PROFESSIONAL EXPERIENCE

Assistant Manager

Aug 22- Present

The International School of Kuala Lumpur (ISKL)

Kuala Lumpur

- Developed and maintained a comprehensive preventative maintenance program for all facilities.
- Coordinated with external vendors and in-house crews to ensure facilities and equipment were serviced and maintained in accordance with regulations.
- Developed and managed a budget for the facility and its operations.
- Developed and implemented processes and procedures to ensure efficient facility operations.
- Successfully managed budget and delivered projects on time and under budget.
- Led project teams of up to 15 members to develop and implement innovative solutions.
- Provided progress reports to stakeholders and upper management on project progress and milestones.
- Resolved conflicts between team members and managed any project risks.
- Utilized Waterfall and Agile methodologies to plan and execute projects.
- Implemented processes and procedures for project success and to ensure deadlines were met.
- Utilized project management software to track progress, resources and costs.
- Developed project plans, schedules and budgets to ensure resources were efficiently used.
- Conducted post-project reviews to identify areas of improvement and ensure customer satisfaction.
- Led successful execution of multiple high-profile events for clients in the non-profit, and education industries.
- Built strong relationships with vendors and suppliers to secure better rates and services for events.
- Managed event budgets, ensuring cost-effectiveness and adherence to budget.
- Created detailed timelines, ensuring all tasks and milestones were met.
- Coordinated with internal departments, such as marketing and tech, to provide a seamless event experience.
- Developed and implemented innovative processes to improve event management.
- Established and maintained relationships with key stakeholders, including sponsors, vendors, and guests.
- Monitored and analysed event data to ensure events met goals and objectives.
- Develop and implement WHS policies and procedures to ensure a safe and healthy work environment
- Implemented safety briefing and work permit procedure to ensure safety of staffs, students and vendors.

Mechanical and Electrical (M&E) Engineer

Aug 21 – Aug 22

The International School of Kuala Lumpur (ISKL)

Kuala Lumpur

- Developed and carried out a comprehensive preventative maintenance plan for all facility equipment.
- Implemented a new energy-saving system that resulted in a 5% reduction in energy costs.
- Supervised and trained a team of 10 facility maintenance technicians
- Performed routine maintenance and repairs on existing HVAC systems
- Diagnosed and solved complex HVAC system issues in a timely manner.
- Developed preventative maintenance plans for HVAC systems.
- Optimized existing HVAC systems to ensure energy efficiency.
- Ensured compliance with all applicable HVAC codes and regulations.
- Successfully managed multiple projects within budget and timeline parameters.
- Demonstrated ability to develop, implement, and supervise project plans.
- Experienced of working with cross-functional teams to ensure project success.
- Implemented change management processes to ensure successful project completion.
- Developed and maintained project schedules, budgets, and risk assessments.
- Utilized problem-solving skills to troubleshoot issues related to projects.
- Provided regular updates to stakeholders on project progress
- Collaborated with senior leadership to ensure project objectives are met.

Facilities Engineer

Apr 16 - Aug 21

Malaysia Airport Holding Berhad (MAHB)

Sepang

Had been assigned to various locations as Facilities Engineer at client's site.

Sime Darby Plantation (HQ Building Office) - 2016 – 2017

- Developed and implemented preventive maintenance plans to ensure timely and cost-effective maintenance.
- Prepared and submitted timely and accurate reports on maintenance performance.
- Developed plans for facility improvement projects and managed their successful completion.
- Managed the maintenance and repair of facility equipment and systems, including HVAC, plumbing, lighting, and electrical systems.

Mitsui Outlet Park (Premium Shopping Mall) - 2017 – 2021

- Managed the daily operations of a shopping mall facility, ensuring safety regulations were met.
- Generated cost-effective strategies to maintain building systems and equipment.
- Developed and maintained a comprehensive plan preventative maintenance program for facilities.
- Implemented and maintained an effective maintenance, security, cleaning, hygiene and pest control system for the building and its occupants.
- Coordinated with external vendors and in-house crews to ensure facilities and equipment were serviced and maintained in accordance with regulations
- Developed and managed a budget for the facility and its operations with cost-effective measures.
- Develop and implement security plan by reviewing their manpower and effectiveness.
- Ensure the continuity of the vendor contract to be implemented based on their performance by involving in the tender process and the procurement process.
- Establish and develop Services Legal Agreement (SLA) to the vendors
- Plan regularly meeting up with stakeholder to understand their need on the project.
- Ensure the project is compliance with the regulations by authorities.
- Established and maintained relationships with local law enforcement agencies to ensure proper investigation and resolution of any incidents.
- Developed and implemented emergency preparedness and response plans for fire incidents.
- Worked with local fire departments to coordinate fire safety drills and evacuation plans.
- Collaborated with others departments, ensuring the ISO implementation on site.

LICENSES& CERTIFICATION

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| 1. Graduate Engineer – 108949A | BEM |
| 2. Graduate Engineer – 100884 | IEM |
| 3. Facilities Management Executive (FME) – Level 4 | CIBD |
| 4. Pemantauan Pengurusan Fasiliti | Politeknik Sultan Salahuddin
Abdul Aziz Shah
Department of Skills
Development, Ministry of Human
Resources |
| 5. Pemantauan Pengurusan Fasiliti | Google |
| 6. Foundation of Project Management | HRD Corp |
| 7. Workplace Safety for Employees | Alison |
| 8. Fundamental of Health and Safety in Workplace | HRD Corp |
| 9. ESG Awareness | Universiti Teknologi Malaysia
(UTM) |
| 10. Gas Distribution system certification
(Orang Bertanggungjawab -OB) | |

LANGUAGES

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| 1. Malay | Native Speaker |
| 2. English | Fluent |

LINKS

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| 1. LinkedIn | www.linkedin.com/in/shafiq-shaja-710405a3 |
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REFERENCE

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