



ISHFAQ-UR-REHMAN

Mobile: +974 55861373, Doha, Qatar

Email: ishfaqrehman@yahoo.com

Facilities Operation & Maintenance Management

Contracts and Business Gen. Management

Business Development & Organization



PERSONAL Information

Name Ishfaq-ur-Rehman
 Birthday 02 February 1973
 Nationality Pakistani
Resident Doha, Qatar
 Marital Status Married
 Mobile No. +974-55861373
 Emails: ishfaqrehman@yahoo.com
ishfaq.doha@gmail.com



PROFESSIONAL Skills Set

- ✓ Highly skilled to Manage Facilities Operation & Maintenance Projects
- ✓ Blended Technical & Admin Skills covering all areas of business lifecycle
- ✓ Business Development & Entrepreneurship
- ✓ Contracts and budgets management
- ✓ Decision making and problems solving
- ✓ Building, leading & directing teams
- ✓ Strategic planning and scheduling
- ✓ Performance management & reporting
- ✓ Technical & Commercial AMC tenders
- ✓ Financial analysis and profitability
- ✓ Executive support to higher management



PERSONAL Skills Set

- ✓ Management & administration skills
- ✓ Holding Qatar Driving License
- ✓ Strong interpersonal & communication skills
- ✓ Independent business correspondence
- ✓ Strong IT Skills (Word, Excel, PowerPoint, Visio, AutoCAD, 3D Sketchup, Maximo, etc.)
- ✓ Focused on quality & quantity of work
- ✓ Multi-tasking and tasks prioritizing
- ✓ Honest, loyal and trustworthy



IT Skills Set

Typing	<div style="width: 100%;"></div>
MS Word	<div style="width: 100%;"></div>
MS Excel	<div style="width: 100%;"></div>
PowerPoint	<div style="width: 100%;"></div>
MS Visio	<div style="width: 100%;"></div>
Maximo CMMS	<div style="width: 100%;"></div>
AutoCAD	<div style="width: 100%;"></div>
3D Sketchup	<div style="width: 100%;"></div>
IT Learner	<div style="width: 100%;"></div>

OBJECTIVES

- ✓ A management professional with more than 20 years of Techno-Admin blended experience at executive and managerial positions, willing to acquire a suitable position to grow professionally utilizing the accrued knowledge, experience and skills set.

CORE EXPERTISE

- ✓ **20+ Years of intensive expertise in Operation & Maintenance (AMCs)** – Operational management, Planning, scheduling, implementing and executing Preventive Maintenance Programs, mapping workflows, scope outlining, front-end & backend technical and administrative support, suppliers and sub-contractors management, optimum utilizing of organizational resources, outsourcing, performance management, interpretation and implementation of contract terms and conditions, meeting / consultations with higher management and clients, etc.
- ✓ **Contracting Projects** – back-office management and supervision, coordination, organizing & scheduling project resources and deliverables, progress measurements, funds management, etc.
- ✓ **Business Development, Planning and Organization** – AMC tendering, budgets estimation, correspondence, executive business management, liaising, people & resources allocation, recruitment & training, procurement & logistics, accounts & finance, key accounts handling, etc.

WORK EXPERIENCE

- ✓ **FM Division Manager / Operations Manager** Since JAN-2020
@ M.H. Al-Muftah Est., Doha, Qatar
- ✓ **Facilities Operations Manager / Division In-Charge** SEP-2015 to DEC-2019
@ M.H. Al-Muftah Est., Doha, Qatar
- ✓ **Sr. Admin Manager (FM Division)** 2008 to AUG-2015
@ M.H. Al-Muftah Est., Doha, Qatar
- ✓ **Admin Executive** 2004 to 2008
@ M.H. Al-Muftah Est., Doha, Qatar
- ✓ **MEP Workshop Controller** AUG-2000 to 2004
@ M.H. Al-Muftah Est., Doha, Qatar
- ✓ **Accountant & Administration** JAN-2000 to AUG-2000
@ Toyo Int'l Plastic Furniture Co., Gujranwala, Pakistan
- ✓ **Audit Trainee** JUL-1998 to OCT-1998
@ M.A. Chaudhari & Co., Gujranwala, Pakistan

PROFESSIONAL QUALIFICATION

- ✓ **Certified Facility Manager (CFM)** 24-NOV-14 to 19-JAN-15
Course Completion @ Chicago Institute of Technology, Doha, Qatar
- ✓ **Project Management Professional (PMP)** 19-OCT-12 to 21-DEC-12
Course Completion @ Chicago Institute of Technology, Doha, Qatar
- ✓ **Computer Application in Business (CAB)** JUN-1999
@ Hailey College of Commerce, University of Punjab, Lahore, Pakistan
- ✓ **Health Management Information System (HMIS)** MAR-1997 to MAR-1998
@ Sheikh Zayed Postgraduate Medical Institute, Lahore, Pakistan

FORMAL EDUCATION

- ✓ **Master of Commerce (M.Com) – 70%** OCT-1996 to MAY-1999
@ University of The Punjab, Lahore, Pakistan
- ✓ **Bachelor of Commerce (B.Com) – 67%** OCT-1993 to SEP-1996
@ University of The Punjab, Lahore, Pakistan
- ✓ **Faculty of Science (F.Sc. Pre-Medical) – 64%** MAY-1990 to SEP-1993
@ Board of Intermediate & Secondary Education, Gujranwala, Pakistan
- ✓ **Matriculation (SSC) – 73%** MAR-1988 to MAY-1990
@ Board of Intermediate & Secondary Education, Gujranwala, Pakistan



Linguistics Skills Set

English	<div style="width: 100%; height: 10px; background-color: black;"></div>
Punjabi	<div style="width: 100%; height: 10px; background-color: black;"></div>
Urdu / Hindi	<div style="width: 100%; height: 10px; background-color: black;"></div>
Arabic	<div style="width: 20%; height: 10px; background-color: black;"></div>



CONTACT Me



+974 55861373



+974 55861373



+974 55861373



ishfaqrehman@yahoo.com
ishfaq.doha@gmail.com



linkedin.com/in/ishfaq-rehman-164b4082



Al-Jameeya Street
Al-Muntazah, Doha, Qatar



D-101, Muhafiz Town
Gujranwala, Pakistan
Mob: +92 304 5298042
Mob: +92 322 5690500 (Brother)



Web Publication

(Personal Website)



www.ishfaqrehman.com



Acknowledgement

I, the undersigned, hereby acknowledge that the information provided herein is true and factual. The information can be verified thru any of the authentic sources.

For more details and discussions, please do not hesitate to contact me and rest assured of my add-on services, as and when opportunity is given to serve your concern.

Thank you for your time and hope to hear from you soon...

Best Regards,
Ishfaq-ur-Rehman
Mobile: +974 55861373
Doha, State of Qatar

KEY ROLES

- ✓ **Division Management, Facilities Operation and Maintenance Management :-** Building, Leading and directing Operation & Maintenance Team (Project Manager, Engineers, Supervisors, Coordinators, etc.) for execution of AMC contracts; developing & establishing operations plan, debating site issues, participating meetings with client and project team, budget monitoring, interim invoices, cash management, Maximo CMMS reports, purchase orders, sub-contractors management, HSE assurance and other techno-admin support.
- ✓ **Bidding / Tendering AMC Contracts :-** Exclusive and dominant role for bidding AMC tenders, technical and commercial assessments, site visits, establishing deliverables, preparing cost breakdown structure (cost estimation), drafting - organizing & compiling bids in compliance with the scope of work and other terms & conditions.
- ✓ **Business Organization & Development :-** Executive role in overall business management to increase turnover and reduce direct & indirect costs, resources allocation, budget administration, staff management, participating business meetings, domineering among line managers, measures to reduce operating cost, monitoring of direct and indirect expenses, projects & office supplies, negotiations, optimum utilization of resources, handling MEP quotations and general business inquiries, etc., etc.
- ✓ **Office Management & General Administration :-** Developing management and administrative structure & work flows, correspondence, inter office memos, payrolls, requisitions, purchase orders, communication, back office operations, training & orientation and other supports to front-end project teams
- ✓ **Contracting Projects' Back-end Supervision and Coordination :-** Including but not limited to outlining execution plans, resources utilization, logistics & manpower setup, progress recording, inventory control, quality and safety assurance, contractors' management, managing & resolving commercial issues, variations claim, progress invoicing, interim payment certificates, funds forecasting and other areas of project lifecycle.
- ✓ **Accounting and Finance :-** Working parallel to accounts department for compliance with financial & accounting formalities like guarantees, insurances, profitability reviews, petty cash, timely processing of sales invoices, purchase orders, cash and credit purchases and other periodic accounting statements and follow-up of payments, etc.
- ✓ **Manpower / HR Management :-** decisive role in recruitment of manpower (both admin & technical), induction – forewarning – notifying do's and don'ts, resolving conflicts and disorders, team building, performance evaluation, housing & transportation, etc.

KEY PROJECTS

- ✓ Operation & Maintenance of Electromechanical, Electronic and Specialist Systems at various **1st Grade and 2nd Grade Sports Clubs, Sports Federations, Football Fields and other Sports Facilities since more than 18 Years**
- ✓ Project Manager for Operation & maintenance of Electromechanical Systems at **Doha Racing & Equestrian Club, Al Rayyan, Qatar for 9+ years**
- ✓ Project Manager for Call-Off Electrical Maintenance Contract for **Ministry of Interior Facilities** including Immigration Offices, Traffic Departments, Prisons, Accommodations, Customer Service Centres and other buildings for **more than 5 years**.
- ✓ Project Manager for AC Maintenance at **more than 60 Mosques around Doha for 3+ years**
- ✓ Project Manager for AC Maintenance for **various Municipality buildings** like office buildings, stores, accommodations, workshops, garage and other facilities for **3+ years**
- ✓ Back-End Supervisor for MEP works for **36 Villas complex and Clubhouse** at Umm Salal Ali
- ✓ Back-End Supervisor for MEP works for **10 villas compound** at West Bay
- ✓ Back-End Supervisor for MEP works for **128 villas compound and community centre** at West Bay
- ✓ Back-End Administrative Support for Renovation, upgrading and refurbishment of Khore, Wakrah, Qatar & Ahli stadiums and Khalifa Tennis Federation
- ✓ Project Supervisor for Installation of floodlighting for Football Grounds at various schools
- ✓ Project Supervisor for Supply & Installation floodlighting system at Old Rayyan Football Stadium