



Razib Shaha

**Contact: -**

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Doha-Qatar

**D.O.B: -**

01 March, 1991

**Nationality: -**

Bangladesh.

**Live location: -**

Doha Qatar

**Passport detail: EL0336030**

Expiry date - 13.02.2028

**QID & Driving license detail's**

**29105011902**

Expiry date - 25.01.2025 (QID)

Expiry date - 14.08.2027 (License)

**Languages: -**

English-Expert.

Hindi-Expert.

Bangla-Expert.

**CAREER SUMMARY:**

To use my skills in the best possible way for achieving the company's goals.

**CAREER OBJECTIVE:**

Looking for new opportunity, new challenges and seeking a position with an organization where I can utilize my skills and experience to improve operations, increase profitability, and enhance growth.

**JOB EXPERIENCE AND PROJECT**

**Overall, 12 years Working experience in City plant- operation (CP) And Building management system (BMS). Facilities management & maintenance Department.**

- ❖ **Center Plant: Operating Swscada & Schneider system.** in- Facilities Management and Maintenance, L.L.C Doha Qatar.  
**Project Execution: Qatar Foundation QF (Education City) National Mesume of Qatar & Hamad International Airport.**  
A joint venture of **Qatar Airways & Ferrovial.**
- ❖ **Building Management System (BMS): Operating Siemens & Honeywell System.** Facilities Management and Maintenance L.L.C  
**Project Execution: Qatar Foundation QF Service provided in facilities Georgetown University Qatar (GTU). Northwestern University (NUQ). Weill Cornell Medicine Center (WCMC). Liberal Arts and Science (LAS).**
- ❖ **Mechanical / HVAC Technician Maintenance Department.**  
Facilities Management and Maintenance L.L.C Doha Qatar.  
**Project Execution: - Hamad International Airport Terminal A, B & C National Mesume Qatar,**
- ❖ **Mechanical Technician Maintenance Department.**  
Madre Integrated Engineering W.L.L Qatar  
**Project Execution: Suez International SAS L.L.C Qatar (Ashghal) Qatar Electricity and Water (QEW) Power Plant**

**ACADAMIC EDUCATION:**

- ❖ 03 years of Diploma in Computer Science Engineering from Bangladesh Technical Education Dhaka.
- ❖ Board of Intermediate and higher secondary education (+2 Commerce) from Barisal in Bangladesh.
- ❖ 10<sup>th</sup> from Barisal Board in Bangladesh.

**EXTRA TRAINING:**

- ❖ Successfully completed the training enlisted below:
  - Operating the Siemens website for the Building Managements system
  - BMS / SCADA Operating in power plant and Water treatment plant
  - Schneider BMS Operating system
  - Confined space entry
  - HSEQ
  - Basic first aid/ Fire fighting
  - Chemical handling, MSDS
  - Communication and supervisory skills.
  - Use and care of machinery.
  - Controlling cross contamination.
  - Risk assessment
  - COSHH

## LAISE WITH:

- ❖ Operation Manager, HSE, HR, planning & service, AMC & MEP contractors, catering, facilities, security & BMS management, materials store, suppliers, purchasing & finance departments.

## SKILL:

- ❖ Well acquainted with MS office & internet application.
- ❖ Knowledge of computer -based work order management system (CAFM)
- ❖ Demonstrated technical expertise & relevant technical knowledge
- ❖ Leadership ability, management skills Communication skills
- ❖ Team building & team working skills
- ❖ Problem -solving & follow up ability skills
- ❖ Time management, initiative & creativity
- ❖ Mechanical engineering electrical engineering
- ❖ HVAC & chilled water network
- ❖ BMS (building management skills)
- ❖ Life & safety equipment (fire alarm & firefighting's)
- ❖ Planning and organization & management of resources

## STRENGTH:

- ❖ Fluent and patient in the art of communication.
- ❖ Motivating and enthusiastic while working with a team.
- ❖ Can work under pressure for long hours.
- ❖ Punctual and hardworking.
- ❖ Always creating good atmosphere in workplace.

## JOB RESPONSIBILITIES:

- ❖ Experience and knowledge of fire, life & safety equipment's & systems, ensuring compliance with health and safety standards and industry codes.
- ❖ Ensuring Proactive, corrective and plan preventative maintenance of the towers, hotel, resort and accommodation property by LOTO.
- ❖ Comprehensive knowledge & experience in CMMS maintenance software system, for planning & Scheduling, tracking, measure, and optimize in & asset register, Job Request management, Corrective maintenance, reports, real time status update, man-hour, raising purchase request & track new inquires & quote.
- ❖ Comprehensive knowledge and experience of (MEP) all electrical, mechanical, electro-mechanical, HVAC, plumbing, carpentry, mason, Painting, swimming pool and fire alarm systems and of ensure proper and regular maintenance of all systems.
- ❖ Comprehensive knowledge of Maintenance, Commissioning, Testing and Installation of all [\[HVACR-Heating Ventilation Air conditioning and Refrigeration\]](#) equipment i.e. Air cooled, water cooled **chillers up to 450 tonnage, Cooling tower both induced and force induced type, circulation chilled water pumps and condenser water pumps,Package pressurization sets & expansion vessels AHU, FCU, VAV, CAV, FAHU, Split AC, Window AC, VRF and VRV,PCU, RACU-air and water cooled, CCU, Humidification system, DE humidification, walk in chiller and Freezer(ColdStorage room), single and double door chiller and Freezer, chest freezer, table top chiller and Freezer, display chiller and Freezer, EF-Extract Fan, KEF-Kitchen Extract fan, SEF-Smoke Extract Fan, SPF-Staircase pressurization Fan, SP-Supply Fan, TEF-Toilet Extract Fan, RF-Recirculation Fan, Package Ozone plant integrated side stream filter unit, Degasser, Chemical Automatic dosing pot set, Motorized damper (MD) Smoke & Fire dampers (MSFD & FD),RAC-Run around coil and Air coil, AC diffuser, grills, ducting, VCD and accessories, HVACR pneumatic controls by diagnosing, troubleshooting, breakdowns and performing preventive maintenance, including correctivemaintenance**
- ❖ Experience & knowledge in CIVIL for building renovation, new construction, re- design of interior, system refurbishment & Floor reconstruction.

- ❖ Skill & experience in preparation of scope of work, method statement & risk assessment for any project & related jobs.
- ❖ Good skills in vendor management including, description of activities, sourcing vendors, obtaining quotes, capabilities, turnaround times, and quality of work, negotiating contracts, managing relationships, assigning jobs, evaluating performance, and ensuring payments are made.
- ❖ Experience in AMC's specialist systems service, executing with third party contractors for service and updating to clients (solar systems, grey water system, garbage system, elevator, revolving door, CCTV cameras, gate barrier and LPG gas, sewerage trips etc.)
- ❖ Well Experience & preparing of material lists, updating stock inventory, estimating job costs, ordering job materials, and maintaining an inventory of equipment's of clients and company owned for assigned area/projects.
- ❖ Generate report of total actual cost of work including Manpower, equipment, spare parts, daily work activities, over time, monthly work reports & submit to senior management.
- ❖ Participate in audits as per operation requirement and inspection carrying out in all related equipment's & assigned properties.
- ❖ Knowledge in financial proposal, budget allocation, prioritize work action plan & assisting senior management and Procured pricing information from various vendors i.e. TVPC (Technical vendor price comparison) to support cost-effective purchasing.
- ❖ Experience & well knowledge of condition assessment & predictive maintenance (thermal image) report for the MEP equipment.
- ❖ Managing and reviewing service contracts to ensure facility management needs are being met to the required standard and within agreed periods.
- ❖ Take periodical toolbox talks related to health and safety, workplace manners and accommodation disciplines as published by company /client HSEQ department.
- ❖ Support in enhancements of business processes and procedures to comply with growing development needs of asset.
- ❖ Sound technical knowledge in HVAC, laundry and kitchen equipment, refrigerators, mechanical repairs, and all other building services.
- ❖ Sound technical knowledge in building management system (BMS).
- ❖ Actively involved in HSEQ activities and third-party inspections of IMC, OSHAS etc.
- ❖ Co-ordinate with client and perform duties and responsibilities according to the contractual scope of works related to site maintenance.
- ❖ Plan and coordinate with client for arrangements of major functions like family day, major management meetings/ parties, sporting events etc.
- ❖ Comprehensive knowledge of trade tools and of occupational hazards, safety precautions, local codes, and regulations pertaining to the trades.
- ❖ Generate weekly monthly maintenance reports & administrative preparation for MEP staff roster and training schedules and evaluation of site staff.
- ❖ Using performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement.
- ❖ Knowledge & experience of facility management & soft services facility operations.

#### **DECLARATION:**

I, Razib Shaha here by declared that the information furnished by me in this resume is correct to the best of my knowledge and belief.

Place: Doha.

Razib Shaha