



Saifullah Shaikh

Date of birth: 18/08/1997 | **Nationality:** Indian | **Phone number:** (+91) 8879191370 (Mobile) |
Email address: saifullahshaikh24@gmail.com | **Address:** Mumbra,, 400612, Thane, India (Home)

● ABOUT ME

At role of Property Manager - Residential projects who is certified by IOSH & NIESBUD Fire and Safety agency with 6+ years of experience. Adept at developing Fire safety plans with operations for any location. working closely with field management to maintain safety and staying up to date on all safety and operations requirements.
Dedicated property management enthusiastic about meeting all kinds of people and familiar with creating successful resident retention programs.

● KEY SKILLS

Managing Team with ethics

Budgeting

Strong Communications

On time queries resolution

MIS Handling

● EDUCATION AND TRAINING

07/2015 – 06/2018 Chattisgarh, India
BACHELOR OF SCIENCE Kalinga University

07/2016 – 10/2017 Thane, India
DIPLOMA IN FIRE AND SAFETY St Joseph's International Fire and Safety Academy.

Address 400601, Thane, India

Thane, India
INSTITUTION OF OCCUPATIONAL SAFETY AND HEALTH St Joseph's International Fire and Safety Academy

Address 400601, Thane, India

2013 – 2015 Thane, India
HIGHER SECONDARY CERTIFICATE Shoeb Junior College - Maharashtra State Board

Address Kausa, Mumbra., 400612, Thane, India

2011 – 2013 Thane, India
SECONDARY SCHOOL CERTIFICATE Mumbra Public High School - Maharashtra State Board.

Address Amrut Nagar, Mumbra., 400612, Thane, India

● WORK EXPERIENCE

11/2023 – CURRENT Mumbai, India
PROPERTY MANAGER - RESIDENTIAL PROPERTY (CENTRAL PARK) | SMART FACITECH PVT. LTD.

- Site lead of residential property of 20 storeys building with 29 Luxury Apartments total managed area 1,77,000 Sqft.
- Leading technical, housekeeping, landscaping & security staff, total strength of 30 as per site.
- Project Clearance for handover.
- Snagging of flats & utilities.

- Flats, Utilities & equipment's handover transition.
- Pre-Planned Maintenance scheduling for the MEP systems e.g., Elevators, DG, UPS, Fire Fighting System, Pumps, Plumbing lines, OWC, STP, ETC.
- Procurement & negotiation as per requirement.
- Interviewing & Training for new recruitment.
- Preparation of reports e.g., DSR, WMR, MMR, HSE report, Incident reports, training reports, etc.
- Preparation of trackers e.g., Complaints, leakage seepage, Inward / Outward, project issues, etc.
- Security planning, risk assessment & formulating effective guarding strategies.
- Briefing security staff, assigning/monitoring work assignments, and providing training and handling Security procedures, customer service skills, basic life safety, and fire aid, etc.
- Conduct security investigation and preparation of an Incident report.
- Identifying new technologies and implementation.
- Managing supplies for the project.
- ERT team management and weekly briefing.
- Customer queries resolutions.
- Provisional "year on year" budget creation for the property.
- Renewal/creation of vendor work order/purchase order.
- Bill submission with proper compliance as per the work order/purchase order.
- Daily briefing with task and plan of action for the day.
- Inspected buildings for pre-fire plans, fire hazards and compliance with fire prevention ordinances.
- Planning of evacuations during fires and emergencies to avoid fatalities, injuries and panic.
- Inspected fire and life safety systems and equipment for proper placement at properties.
- Coordination with projects team & vendors.

06/2023 – 11/2023 Mumbai

ASSISTANT MANAGER - RESIDENTIAL PROPERTY (CELESTIA SPACES) CBRE SOUTH ASIA PVT. LTD.

- Assisting property manager for day to day site operations of 57 Storeys building with 386 Apartments, total managed area 5,82,020 Sqft.
- Leading security staff of total 113 team members to secure the premises.
- Pre-Planned Maintenance scheduling for the MEP systems e.g., Elevators, DG, UPS, Fire Fighting System, Pumps, Plumbing lines, OWC, STP, ETC.
- Procurement & negotiation as per requirement.
- Interviewing & Training for new recruitment.
- Arranging Rewards & Recognition for staffs.
- Reviewing of reports e.g., DSR, WMR, MMR, HSE report, Incident reports, training reports, etc.
- Reviewing of trackers e.g., Complaints, leakage seepage, Inward / Outward, project issues, etc.
- Security planning, risk assessment & formulating effective guarding strategies.
- Assigning/monitoring work assignments, and providing training and handling Security procedures, customer service skills, basic life safety, and fire aid, etc.
- Conduct security investigation and preparation of an Incident report.
- Identifying new technologies and implementation.
- Managing office supplies
- ERT team management and weekly briefing.
- Customer queries resolutions.
- Managing support staffs with leave and duty roaster.
- Assistance for arranging resident's meetings with the management & execution of the MOM points.
- Society handover with documents as per compliance.
- Provisional "year on year" budget creation for the property.
- Renewal/creation of vendor work order/purchase order.
- Bill submission with proper compliance as per the work order/purchase order.
- Daily briefing with task and plan of action for the day.
- Inspected buildings for pre-fire plans, fire hazards and compliance with fire prevention ordinances.
- Performed maintenance on water tanks, fire hoses and other firefighting equipment.
- Planning of evacuations during fires and emergencies to avoid fatalities, injuries and panic.
- Inspected fire and life safety systems and equipment for proper placement at properties.
- Coordination with vendors.
- Event management specially for office celebrations on special occasion.

05/2022 – 05/2023 Mumbai, India

SENIOR EXECUTIVE - PROPERTY MANAGEMENT CBRE SOUTH ASIA PVT. LTD.

- Flats & equipment's handover transition.
- Security planning, risk assessment & formulating effective guarding strategies.
- Leading security staff, assigning/monitoring work assignments, and providing training and handling Security procedures, customer service skills, basic life safety, and fire aid, etc.
- Conduct security investigation and preparation of an Incident report.

- Managing office supplies
- ERT team management and weekly briefing.
- Customer queries resolutions.
- Managing support staffs with leave and duty roster.
- Assistance for arranging residents meetings with the management & execution of the MOM points.
- Society handover with documents as per compliance.
- Preparation of reports e.g. DSR, WMR, MMR, HSE report, Incident reports, training reports, etc.
- Provisional "year on year" budget creation for the property.
- Renewal/creation of vendor work order/purchase order.
- Bill submission with proper compliance as per the work order/purchase order.
- Daily briefing with task and plan of action for the day.
- Inspected buildings for pre-fire plans, fire hazards and compliance with fire prevention ordinances.
- Performed maintenance on water tanks, fire hoses and other firefighting equipment.
- Planning of evacuations during fires and emergencies to avoid fatalities, injuries and panic.
- Inspected fire and life safety systems and equipment for proper placement at properties.
- Coordination with vendors.
- Event management specially for office celebrations on special occasion.

03/2021 – 05/2022 Mumbai, India

EXECUTIVE - PROPERTY MANAGEMENT CBRE SOUTH ASIA PVT. LTD.

- Complaint management.
- CAM bill generation.
- CAM collection.
- Preparation of reports e.g. DSR, WMR, MMR, HSE report, Incident reports, training reports, etc.
- Provisional "year on year" budget creation for the property.
- Renewal/creation of vendor work order/purchase order.
- Bill submission with proper compliance as per the work order/purchase order.
- Daily briefing with task and plan of action for the day.
- Inspected buildings for pre-fire plans, fire hazards and compliance with fire prevention ordinances.
- Performed maintenance on water tanks, fire hoses and other firefighting equipment.
- Planning of evacuations during fires and emergencies to avoid fatalities, injuries and panic.
- Inspected fire and life safety systems and equipment for proper placement at properties.
- Coordination with vendors.
- Event management specially for office celebrations on special occasion.

09/2020 – 03/2021 Thane, India

ASSISTANT FACILITY MANAGER SK WORLD ENTERPRISES

- Day to operation of technical, soft services, Security & complaint handling.
- Leading technical, housekeeping, landscaping & security staff.
- Assigning/monitoring work assignments, and providing training and handling Security procedures, customer service skills, basic life safety, and fire aid, etc.
- Conduct security investigation and preparation of an Incident report.
- Assistance for arranging resident's meetings with the management & execution of the MOM points as per approval.
- Preparation of reports e.g. MMR, HSE report, Incident reports, training reports, etc.
- Provisional "year on year" budget creation for the property.
- Renewal/creation of vendor work order/purchase order.
- Society handover with documents as per compliance.
- Tracking of material movements and stock of lost and found.
- Planning a key role emergency (i.e. fire evacuation human crisis, etc.)
- Preparing snag list of Fire system and co-ordination with vendor for Rectification work.
- Highlighting Safety concern points & escalate to rectify it.
- To inspect and maintain all the Fire Fighting Equipment's and Fire Fighting System.
- Customer queries resolutions.
- Daily briefing with task and plan of action for the day.
- To give training to securities about fire protection, mock drill and emergency evacuation Drill and to report near miss and incidents on site.
- Verified monthly practice of fire drills for every work shift.
- ERT team management and weekly briefing.
- Developed safety policies and procedures to be used at medical facilities.

06/2018 – 03/2020 Thane, India

FIREMAN POWERMECH SERVICES PVT. LTD.

- To inspect and maintain all the Fire Fighting Equipment's and Fire Fighting System.
- To give training to securities about fire protection.
- Mock drill and emergency evacuation Drill.
- To keep inspecting workers they are wearing PPEs or not and to report near miss and incidents on site.

03/2020 – 09/2020 Thane, India

FIRE AND SAFETY OFFICER INA TECHFM GLOBAL SOLUTIONS PVT. LTD.

- Preparing snag list of Fire system and coordinating with vendors for Rectification work.
 - Verified monthly practice of fire drills for every work shift.
 - Provided instructions to staffers during fire drills including evacuation routes and proper reporting techniques.
 - Inspected facilities for adherence to fire, hazard and safety guidelines.
 - ERT team weekly briefing and monthly training.
 - Maintained Vendor's invoices to aligned client finance process.
 - Coordinating with vendors for day to day operations.
 - Handled all kind of complaints and request shared by residents.
 - Scheduling PPM for all the equipment available at site.
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I hereby declare that all the statement made above is true to the best of my knowledge and belief.

Thane