



# Binu Raju

## Facility Management Engineering

I have developed and cultivated my career in Facility Management Engineering, gaining experience in every development phase of project maintenance and rising to a leadership position. Providing all kinds of facilities to clients or staff as required to improve the business falls under my responsibilities. For the past 18 years, I have served as the In-Charge of the Facility Management Engineering division. Evaluates daily operations and implements required actions. I provide a wide range of facilities as needed by the organization, with particular expertise in MEP, Civil, Securities, CCTV and all aspects of maintenance work. Assigning a budget to each task to guarantee completion within or under the designated funds. Should tasks necessitate vendor services, ensuring they are carried out at prevailing market rates. Acknowledge the strengths and limitations of team members, provide necessary guidance and encouragement, and collaborate as a unified team.

My aspirations for future roles include embracing new cultures, securing better remuneration, adopting an evolving lifestyle, advancing my professional career, experiencing novelty, and engaging with diverse business structures. With my extensive experience and confidence in this field, I am adept at completing tasks punctually and fulfilling client requirements. My key strengths are customer satisfaction, work quality, commitment and unwavering dedication.



## Contact

+971 56 358 7207  
+971 55 967 2494

@ binuraju77@gmail.com

Al Nadha, Dubai, UAE



## Education

- Diploma in Air Conditioning Engineering (3 Years)
- Advanced Diploma in Refrigeration & AC (1 Year)
- Pre Degree
- S S L C



## Skill

- Customer Satisfaction
- Team Management
- Computer Skills
- Negotiation
- Auto CAD (Basic)
- Vendor Management
- Time Management
- Document and stock control
- Badget Analyzing



## Language

- English, Hindi, Malayalam, Tamil



## Personal Details

- Nationality : India, Kerala
- Passport Expiry : 9/4/2026
- Visa : Visit Visa
- Driving License : Abu Dhabi



## Experience

### UAE Exchange Centre LLC, Dubai

February 2011 - October 2024

### Facility Management Engineering In-charge

As the Facility Management Engineering In-Charge, I am involved in all activities. From planning the launch of a new branch to overseeing the necessary facilities for the daily operations of functional branches, as well as the renovation and demolition of non-functional branches, my responsibilities are comprehensive.

Our Facility Management Engineering services are providing, encompassing AC, Electrical, Firefighting, Plumbing, CCTV, Access Control Systems, Police Alarm, Interior Civil Work, Housekeeping, Pest Control, Signage, Carpentry, office boys/girls, Security guards and among other services of maintenance. Furthermore, it is to allocate appropriate vendors for various tasks, oversee all phases of work, maintain records, files, and inventory, and organize space, amenities, and infrastructure modifications according to the specific requirements of each branch. Securing mandatory approvals from authorities for activities is essential, especially coordinating to obtain endorsements from entities like Federal authorities, Police, and mall permissions. Preparing work estimates, budgets and reports, as well as approving quotations and invoices, are vital tasks. Furthermore, I draft preliminary designs for new branches and present them to approval. My responsibilities include scheduling staff hours, monitoring attendance, managing duty and vendor reports, reviewing and revising fit-out drawings and Bills of Quantities (BOQ), organizing weekly staff meetings, evaluating weekly work performance, addressing and resolving subordinates' concerns, and coordinating monthly and quarterly service schedules for Annual Maintenance Contracts (AMC). Providing support, fostering interaction, and maintaining communication with all team members and field technical supervisors are essential for improving work performance.

I perform regular visits to all branches, ensuring that every aspect of work is supervised throughout the UAE. I meet with branch heads or their designated representatives to assess the needs pertaining to branch facilities and provide 24/7 support for emergency operations. Engage in client discussions, work alongside different departments, and oversee the facilities team to ensure quality and client satisfaction.

## **United Engineering and Trading Co, Abu Dhabi**

June 2007 – December 2010

### **MEP Site In-charge**

I was appointed as the MEP Site In-Charge for the Abu Dhabi Equestrian & Golf Club by my company, where I served for 3.6 years. I had a team of 25 skilled staff including three supervisors. Preparing duty schedule, service schedule, assigning jobs, arranging materials, handling stock, staff time sheet, Vendors permission and management, weekly reports, daily toolbox talking, monthly staff meeting, attending client meetings and performing all necessary activities for the smooth handling site these are among my responsibilities.

We provide preventive services and maintenance for all equipment. Our AC division also handles compressor overhauling and new unit installations. We manage a variety of units including chiller plants, central plants, packaged units, split units, freezer and chiller rooms, air handling units, as well as various types of supply and exhaust fans, and diverse HVAC sensors. I also handle the maintenance of pole lights, heavy electrical work, firefighting and alarm systems, plumbing, generators, swimming pools, restaurant kitchen equipment and CCTV.

Closely monitoring each task and interacting with every staff member to understand and address any work-related issues they face which are resolved through advice and training. Through proper preventive maintenance, we have mitigated damages and reduced complaints. We established the "Zero Complaint" objective and worked diligently to meet this target. We have organized a dedicated team to handle emergencies 24/7.

## **Sharikat Fanniya Omaniya(Salalah) LLC - Salalah, Oman**

February 2002 to March 2006

### **HVAC Supervisor**

I have joined the company as an HVAC Supervisor, overseeing a team of 14 skilled technicians. Our team did a comprehensive array of services and maintenance for various types of air conditioning units. Our maintenance services cover package units, central plants, split and window AC units, chiller and freezer rooms, generators, motors, compressors, controls, pump sets, and electrical panels, overhauling of compressors. Prioritizing time management ensures that we complete our work on time, respond to emergency calls, and resolve troubleshooting issues efficiently.

Providing support, interaction, and communication with all subordinates and field technical supervisors to enhance work performance. Every task requires close monitoring at each stage of the work process like staff performs, unit performs, machine conditions, safety precaution, material usage etc. Preparing work schedule, time sheet, AMC service schedule, stock handling reports, daily reports for office etc. Ensure that a team, complete with a driver and vehicle, is always arranged for attending emergency calls.

Name: Binu Raju

Date:

---

#### **EMAIL**

binuraju77@gmail.com

#### **PHONE**

+971 56 358 7207  
+971 55 967 2494 

#### **ADDRESS**

Al Mazroi Building  
Al Nadha 2, Behind  
Nesto Hypermarket  
Al Qusais, Dubai