



Binu Raju

Procurement & Facility Management Engineering In-Charge

I have developed and cultivated my career in Procurement & Facility Management Engineering, gaining experience in every phase of project maintenance and advancing to a leadership position. My responsibilities include providing various facilities to clients or staff as required to improve business operations. For the past 18 years, I have held the position of In-Charge for the Procurement and Facility Management Engineering division, overseeing daily operations and executing required measures. Should there be any additional needs for enhancing and managing the business, we provide cost-effective and high-quality third-party support under our supervision. I am capable of managing all types of facilities engineering work. My aspirations for future roles include embracing new cultures, better remuneration, adopting an evolving lifestyle, advancing my profession, experiencing novel opportunities, and engaging with diverse business structures. With my extensive experience and confidence in this field, I excel at completing tasks punctually and client requirements. My key strengths include customer satisfaction, quality of work, commitment, and unwavering dedication.

Contact

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- @ binuraju77@gmail.com
- Deira, 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 : Employment (3 Month)
- Driving License : Abu Dhabi

Experience

UAE Exchange Centre LLC, Dubai

February 2011 - October 2024

Procurement & Facility Management Engineering In-charge

As the Procurement and Facility Management Engineering In-Charge, I oversee all activities, including planning the launch of new branches and managing the necessary facilities and maintenance to ensure the seamless day-to-day operations of functional branches. Our Facility Management Engineering services encompass MEP, interior civil works, carpentry, security personnel, soft and hard FM, as well as a comprehensive range of maintenance services. I conduct regular visits to all branches, ensuring comprehensive supervision of all work aspects throughout the UAE. I meet with branch heads or their designated representatives to assess the needs related to branch facilities and provide 24/7 support for emergency operations. I collaborate with different departments and oversee the facilities team to ensure quality and client satisfaction. If there are any additional requirements for improving and running the business, we offer affordable and high-quality third-party support under our supervision. My responsibilities encompass 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, resolving subordinates' concerns, and coordinating monthly and quarterly service schedules for Annual Maintenance Contracts (AMC).

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.


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