



FAWZAN NAAZ

PROFILE

Skilled facilities management professional with expertise in supervising and managing operations in a wide range of fast-paced industries. Applies outstanding skills and competence in Facility operations, Project management, Grounds maintenance, Operations & Safety management & Security management.”.

CONTACT

LOCATION:

A Wing, 903, Emgee Greens, Antop Hill, Wadala East, Mumbai 400037

PHONE:

8779448107

LINKEDIN:

www.linkedin.com/in/Fawzan-naaz

EMAIL:

Fawzan.naaz@gmail.com

KEY SKILLS

- Facility Operations
- Team Management
- Vendor Management
- Inventory Management
- Event Management
- Service Oriented
- Quality Assurance

WORK EXPERIENCE

Facility Manager

Corvuss American Academy, Karjat

Feb 2021 – Present

Responsible for all aspects of the school's facilities management and premises staff to ensure the maintenance, cleanliness, safety and security of the school buildings and sporting facilities i.e., Basketball Court, Football Grounds, Tennis Courts, Swimming Pool, Gym, Squash Courts at all times. Resolve facility-related issues and lend support as needed. Responsible for the ordering and checking of invoices, monitoring of budgets and keeping stock records of all equipment and tools with full responsibility. Oversaw a team of facilities management, food services, security, gardening. Managed third party contractors for maintenance, janitorial, security and others.

Operations Executive

DOME, NSCI, Mumbai

Feb 2018 – Feb 2021

Oversaw daily operations, of the Venue i.e.: Maintenance, Housekeeping, Security. Assisted clients site visits and walk-through appointments with ease and efficiency while delivering well-versed understanding of services, features, and amenities to the clients. Handled events venue operations & ensured events were executed according to approved plans & policies. Ensured safety & security of all Venue Stakeholders. Performed administrative duties including maintaining the event database, client database & provide support to client servicing & accounts team with event closures.

Admin Incharge

Pro9 Bicycle Studio, Mumbai

May 2017 – Feb 2018

Oversaw daily operations, of the store i.e.: Sales, Inventory, Security. Handle basic bookkeeping functions. Formulate daily activity schedule for the employees. Handled social media platforms for increased publicity of the brand. Managed events organized by the company.

EDUCATION

Masters, Sports Management

June 2017

International Institute of Sports Management

Bachelors, Computer Applications

June 2015

PD Hinduja Trusts IMS