Rahil Kareem

Facilities Manager · Commercial Workplaces

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Workplace portfolio

Five office buildings — Managed day-to-day facilities and service contracts for 1,100 desks.

86% to 97% — On-time planned maintenance completion across comparable quarters.

Summary Facilities manager for occupied offices, combining planned maintenance, service contracts and space changes. Manages helpdesk priorities and contractor performance with site coordinators. Reports spend, overdue statutory tasks and service interruptions to portfolio management.

Experience

2020-10 – Present **Facilities Manager**
Sahari Workplace Services

- Manage five office buildings with 1,100 desks. Set helpdesk response priorities and review cleaning, mechanical maintenance and security service records with site leads.
- Raised on-time planned maintenance completion from 86% to 97% across the same asset portfolio in two consecutive quarters. Reserved access windows and tracked tenant deferrals as overdue until jobs were completed.
- Arranged split-shift cover for two occupied-floor refurbishments. Agreed noisy work windows with occupants while the appointed consultants signed off regulated works.
- Reviewed 20 repeated call-outs against original maintenance records. Referred recurring faults to specialist contractors and checked that close-out notes recorded the repair and follow-up tests.

2016-07 – 2020-09 **Facilities Coordinator**
Layali Business Parks

- Tracked vendor attendance and approved-work records against service orders before finance review.
- Updated desk and access schedules for tenant moves, and verified records with building security before occupants arrived.

Education

2016 **BSc Facilities Management**
Harbourline Technical College

Skills

Facilities service contracts · Planned maintenance · Contractor oversight · Occupancy coordination · Service performance reporting

Languages

English · Arabic · Malayalam