



FALCON®
MULTI SERVICES LTD

Falcon Multi Services Ltd

201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

Personal Information

Candidate id	2307
Name	tony outayek
Date of Birth	1978-11-02
Salary (in USD)	7000/Per Month
Industry	Maintenance & Inspection
Sub Industry	Client Representative
Nationality	Lebanon
Primary Language	Arabic,
Secondary Language	English,
Total Years of Experience	20

Additional Information

Roles and Responsibilities	Additional Skills/Certification
----------------------------	---------------------------------

• Managed the planning, auditing, and delivery of facilities management services, including Hard (MEP/Civil) and Soft Services, as well as waste management, for schools, residential properties, shopping complexes, and compounds. • Directed Civil Works operations, developing and implementing procedures in collaboration with specialists and public authorities, while arranging staff training for safe and efficient task execution. • Collaborated with senior management, events, and procurement teams to analyze technical scopes and uniforms for local events, preparing method statements and Service Level Agreements (SLAs) for seamless execution. • Allocated responsibilities to team leads, providing guidance for developing processes and procedures to ensure budget-conscious project execution while meeting scope and quality standards. • Designed and audited efficient operations and preventative maintenance plans to reduce lifecycle costs and optimize resource utilization. • Oversaw the commercial and operational management of Hard and Soft Services, aligning with the agreed asset business/operational plans. • Coordinated team activities, liaised with clients, and scheduled jobs to meet all contractual obligations effectively. • Planned and managed PPMs and work orders using the CAFM system for enhanced operational efficiency. • Developed comprehensive method statements and work methodologies for diverse project categories. • Participated in organizational meetings, contributing to future planning and strategic decision-making. • Supervised and negotiated contracts with service providers, offering advisory services to businesses on improving energy efficiency and cost-effectiveness. • Oversaw building projects, renovations, and refurbishments, ensuring timely completion within budget and scope.

time management,
KPI management,
Asset management,
client management

Education Summary

Course	University	Passing Year	Country
Certificate	IWFM-UK	2019	United Kingdom
Diploma	Ministry of Technical Education	2000	Lebanon
B Degree	LEU	2000	Lebanon

Career Summary

Position	Employer	Country	From	To
Facilities Manager	Multiplex	Qatar	04/2013	03/2018
Sr. Facilities Manager	Matar Group	Qatar	10/2018	02/2025
Sr.FM/Dept Manager	DAR WA EMAAR	Saudi Arabia	03/2024	02/2025

[To View Contact Number, Kindly drop an email to hr6@falconmsl.com](mailto:hr6@falconmsl.com)