AHMED BINTOOQ

MECHANICAL ENGINEER · ASSET & FACILITIES MANAGEMENT · AI & AUTOMATION

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PROFESSIONAL SUMMARY

Emirati Mechanical Engineer managing multi-site facilities, engineering assets, maintenance contracts and capital projects across 13 centers in Abu Dhabi. Skilled in asset lifecycle support, scope development, procurement coordination, contractor performance, budgets and HSE compliance. Builds practical digital and AI tools — including an award-winning office automation system, an asset-management app and a team of scheduled AI assistants for daily reporting. Collaborated with TAQA on BMS and solar-energy initiatives.

SELECTED ACHIEVEMENTS

- Oversee facilities and maintenance operations across 13 centers, coordinating preventive and corrective work and service continuity.
- Maintain safety and operational compliance for eight swimming pools and their water systems.
- Designed and launched an asset-management application for inventory visibility and inter-center asset transfers.
- Received the 2023 Excellence Award for an office-operations automation initiative.
- Recognized among the Ministry of Economy's top 500 employees in its excellence program, with Sheikh Mohammed bin Rashid excellence recognition.

PROFESSIONAL EXPERIENCE

Maintenance Engineer

Sep 2020 – Present

Zayed Higher Organization for People of Determination · Abu Dhabi

- Manage maintenance, troubleshooting and repairs across 13 centers, coordinating internal stakeholders and service contractors.
- Manage capital and small-scale engineering projects: planning, scope development, procurement, contractor execution and handover.
- Oversee project schedules, budgets, technical requirements and contractor performance against agreed scope and quality.
- Plan and schedule 50+ preventive, corrective and routine maintenance tasks weekly, prioritized by operational need and risk.
- Prepare technical scopes of work, solicit quotations, coordinate site visits and support bid reviews and technical evaluations.
- Administer annual maintenance budgets and contracts; monitor contractor progress and service quality.
- Collaborate with TAQA on Building Management System (BMS) and solar-energy initiatives.
- Designed an asset-management app and an office workflow automation solution (2023 Excellence Award).

Workshop Trainer for People of Determination

Jan 2018 – Aug 2020

Zayed Higher Organization · Abu Dhabi

- Delivered practical technical workshops, including welding, and prepared participants for international skills competitions, including in India.

Management Assistant / Acting Archiving Manager

Jan 2014 – Jan 2018

Ministry of Economy

- Led document archiving and records access, supporting information management and compliance.
- Supported UAE representation at the Canton Fair in China and contributed to the ministry's excellence initiatives.

Teller

Jan 2013 – Jan 2014

Dubai Islamic Bank

CORE SKILLS

Asset Management · Facilities Operations · Capital Projects · Preventive & Corrective Maintenance · Contract Management · Scopes of Work · Vendor Tendering & Technical Evaluation · Budget Planning · Stakeholder Coordination · SLA Monitoring

HSE & Compliance | Risk-Based Prioritization | BMS | Sustainability | AI Agents & Workflow Automation | App Development | Data & Reporting | AutoCAD | Microsoft Office

EDUCATION

Bachelor of Mechanical Engineering
Higher Colleges of Technology, Abu Dhabi · 2019

LANGUAGES

Arabic · English