



PROFESSIONAL BIO FOR EQUESTRIAN CANADA BOARD

CANDIDATE: **ALTAF BHULJI**

Altaf Bhulji is a management consultant, focusing on asset & lifecycle planning, operations, commercial finance and budget management, capital planning, corporate matters, environmental sustainability, procurement/strategic sourcing, construction, project management, management audits and built environment.

Altaf spent eight years in the financial sector, before transitioning into hotel management and operations. Altaf managed \$150M commercial real estate portfolio and oversaw all aspects of building operations, property and asset management, construction, residence & fleet management, major repairs and capital project, commercial finance, budgeting, contract administration, procurement, event logistics and hospitality.

Altaf co-chaired a global task force on Environmental Sustainability and chaired a Canadian working group on Environmental Sustainability and Safety & Security.

Altaf is actively involved in volunteer activities – having served on and currently serving on several Boards.

Altaf was awarded a lifetime designation of Facility Management Professional (FMP) and holds an Accounting and Finance degree, and certificates in Real Estate and Asset Management

Wayne Burwash
Chair – Nominating Committee
Equestrian Canada
c/o House of Sport
2451 Riverside Drive
Ottawa, Ontario
K1H 7X7

Dear Mr. Burwash:

Respectfully, I attach my bio and resume for your review and consideration for a position on the Board with Equestrian Canada.

<https://sirc.ca/jobs/board-of-directors-volunteer-opportunity/>

The past nearly 20 years have taken on increased responsibilities in all areas of operations - managing aspects of facilities (including all repairs and maintenance), commercial finance/budget management, insurance, procurement/strategic sourcing, construction, IT infrastructure and telecommunication, event operations, VVIP security and logistics, corporate matters and contract management.

I can offer a unique combination of different skills in management, financial, analytical, organizational, communication, interpersonal, and administration, all of which are proven in successful operational efficiencies.

I am hands on yet nurturing in developing staff skills and allowing each to grow, proactive, able to work under pressure, learn new procedures quickly, adjust to the demands of irregular work schedules and can interact with management and peers alike.

I welcome challenges and am not afraid of hard work. It is important to know that above all, I work in a respectful manner and with the highest of morals and ethics.

I managed all aspects of operations, property and assets for multiple properties in Ottawa with a total portfolio valued at \$150M+. This includes one property that is leased to a federal crown corporation, so I am familiar with lease requirements and managing tenants.

All day-to-day tasks are focused on ensuring 100% operations and no failures of infrastructure and building systems, which includes compliance with all federal, provincial, and municipal regulations, and working closely with IT to develop and update business continuity and disaster recovery plans.

I routinely project managed capital projects ranging from \$100K-\$5M, dealing with architects, CM/GC and consultants. This includes developing work plans, timelines, milestones, budgets, and resource allocation and coordinating project Kick Offs, Planning, Schedule Updates, Change Management, Document Control, Postmortems.

Much of my previous role was also focused on environmental sustainability and reducing GHG. In this capacity, I co-chaired a global task force comprised of environmental focal points representing over 80,000 employees and nearly 50 profit and non-profit institutions/organizations.

I oversaw the development and implementation of standardized building guidelines, created a platform for sharing of best practices, developed strategic plans, developed training materials, and streamlining operations in the areas of energy, water, waste, transportation, facility management.

The commercial buildings I managed in Ottawa were cited for forward thinking and proactive initiatives in the areas of environmental sustainability and reducing GHG, including achieving ISO 14001 standards.

I am dedicated, passionate, driven in everything I do, and it is that enthusiasm that I would bring to the role. My professional experience has been complimented and enhanced by my volunteer activities – most recently as a Board Member with Children’s Hospital of Eastern Ontario (CHEO) and Member of CHEO’s Audit and Finance Committee.

My unique combination of business and financial acumen, operational oversight and corporate matters has enhanced my ability to “think outside the box”, understand “the big picture” and develop and implement strategic plans.

My hope is that you will find my unique skill set of financial and operational background would be a good fit for the Board with Equestrian Canada.

Thank you for your time and consideration, and I would be grateful for the chance to discuss this opportunity in person.

Kind regards,

Altaf