**RAJESH**

**RAJESH.153186@2freemail.com**

CAREER OBJECTIVE:

To get into a challenging position where I can apply thoughts and gain knowledge to innovate myself to learn more and transform it to grow to a top-notch career. To be a part of an organization thereby exhibiting my creative leadership skills for the progress of the organization and harness the knowledge pool there to enhance my learning process.

EDUCATIONAL QUALIFICATION

* DAACRS (1997– 1998) OXFORDINDUSTRIAL TRAINING INSTITUTE

 *(Diploma in Advanced Refrigeration Technology)*

* DAACRT (1996– 1998)THE INDIAN TECHNICAL EDUCATION SOCIETY

 *(Diploma in HVAC & Refrigeration Technology)*

* HUMAN& INSTITUTIONAL DEVELOPMENT IN ECOLOGICAL REFRIGERATION-2004

AREAS OF INTEREST:

* Mechanical Field / Pipe line Field / Production / Machineries

COMPUTER SKILLS

* Auto CAD / MS Office / Multi Media / Internet / Email

PERSONAL SKILLS& STRENGTHS

* Positive attitude and Self Confidence.
* Problem Solving Abilities.
* Consistent Learner and team facilitator.
* Disciplined, dedicated and hardworking with an ability to take responsibilities.
* Open to new technologies & ideas.
* Keen and Quick Leaner & Good Initiator
* Good Team Player.
* Hold an Optimistic approach to life.
* Quality inspection
* Training of Workers for Safe Work
* Preparation of Quotation for Project

**WORK EXPERIENCE**

**S.S. PILLAI Constructions (P.W.D), Nasik- Maharashtra, India**

**SITE ENGINEER- (SinceMAY’16)**

*Duties & Responsibilities*

* Overall Supervision of including such as:

 HSE, House Keeping, piping prefabrication including pipe supports,

 Piping erections including pipe supports

* Check if the latest construction drawings are used;
* Consult Engineering problems;
* Check and consult spools delivery in site;
* Request scaffolding constructions;
* Ensure work permits (confined space welding, grinding, erection, work for high level)
* Check flange alignment;
* Follow Up of punch work;
* Prepare daily and weekly reports;
* Perform piping lines check;
* Consult punch work with Subcontractor;
* Perform official line check and back check of punch work;
* Check and ensure piping test preparation is properly made;
* Check and ensure piping flushing and air blowing after pressure test;
* Perform piping reinstatement check;
* Attend daily regular meeting;
* Coordinating 200 people for performing the sub project.

**LINK TRADING & CONTG WLL, QATAR**

***SITE ENGINEER -* (APR’15 – MAR’16)**

**PROJECT : Automated Solid Waste Pipe Line System, Pearl Qatar, and Doha &**

 **Masheireb Downtown Doha Project, Doha, Qatar**

*Duties & Responsibilities*

* Reporting To Project Manager
* Overall Supervision of including such as:
* HSE, House Keeping, piping prefabrication including pipe supports, piping erections including pipe supports, spool pieces control, check and monitor tools, equipment and welding consumables, check and monitor preservation, pipe internal cleaning for small and large bore.
* Schedule monitoring for manpower mobilization welding Dia-inch, No. of spools and Pipe Supports;
* Piping internal inspection witness for large bore piping;
* Check if the latest construction drawings are used;
* Consult / Coordinating Engineering problems;
* Check and consult spools delivery in site;
* Check work front and coordinate with other disciplines;
* Request scaffolding constructions;
* Ensure work permits (confined space welding, grinding, erection, work for high level)
* Check flange alignment;
* Follow Up of punch work;
* Prepare daily and weekly reports;
* Perform piping lines check;
* Consult punch work with Subcontractor;
* Perform official line check and back check of punch work;
* Check and ensure piping test preparation is properly made;
* Check and ensure piping flushing and air blowing after pressure test;
* Perform piping reinstatement check;
* Attend daily regular meeting;
* Coordinating 200 people for performing the sub project.

**AUTOMAKERS BODY PVT LTD (MARWAH GROUP) –SINNAR, INDIA**

***OPERATION MANAGER* (JUL’10 – MAR’15)**

*Duties & Responsibilities*

* Improve the operational systems, processes and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning.
* Manage and increase the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function as well as coordination and communication between support and business functions.
* Play a significant role in long-term planning, including an initiative geared toward operational excellence.
* Oversee overall financial management, planning, systems and controls.
* Management of agency budget in coordination with the Executive Director.
* Development of individual program budgets
* Invoicing to funding sources, including calculation of completed units of service.
* Payroll management, including tabulation of accrued employee benefits.
* Disbursement of checks for agency expenses.
* Organization of fiscal documents.
* Regular meetings with Executive Director around fiscal planning.
* Supervise and coach office manager on a weekly basis.

**LINK TRADING & CONTG WLL, QATAR - (JAN’09 – MAY’10)**

***SUPERVISOR***

**PROJECT : Automated Solid Waste Pipe Line System, Pearl Qatar, and Doha.**

**CLIENT : J&P (o) Ltd and Envac Qatar W.L.L.,**

**PROJECT : HVAC Ducting and Chilled Water Piping Work**

**CLIENT : Power Line Engineering Qatar, Pearl Qatar.**

**PROJECT : Dukhan Hospital – Accommodation Building&**

**HVAC Chilled Water Piping Project.**

**CLIENT : Diplomat Group W.L.L., Doha, Qatar.**

*Duties &Responsibilities*

* Follow up as per Production schedule
* Checking up status of production
* Dispatch before stipulated dead line
* Supply chain management
* Maintaining optimum inventory level to avoid more inventory carrying costs
* Stores Management/Material Management
* Material control purchasing of material and other items
* Vendor development and contract negotiations
* Site administration ,Inspection, and Assessing Purchase request
* Preparing Purchase orders, Finalizing quotations, and placing purchase orders
* Follow up,Transportation,Shifting of material and processing bills

**GODREJ&BOYCE MFG.CO.LTD (APPLIANCE DIVN)**

 ***SERVICES MANAGER* -(FRANCHISE SERVICES) (MAY’01-DEC’08)**

*Duties &Responsibilities*

* Responding to issues such as service inquiries, problem resolution, and retaining accounts.
* Handling customer escalations and all customer relations issues.
* Writing reports and business correspondence.
* Relaying information in a concise and clear manner.
* Managing customer expectations.
* Building customer relationships and loyalty.
* Quickly researching and investigating issues that concern a customer.
* Managing customer service teams, processes, and polices.
* Creating work schedules.
* Conducting visual observations of how staff speaks to customers.
* Allocating staff resources.
* Preparing daily, weekly, and monthly reports for senior managers.
* Coaching and developing team members in soft skills.
* Assessing the customer service department’s operational performance against set targets.
* Promoting products and services.

**GODREJ&BOYCE MFG.CO.LTD (APPLIANCE DIVN)**

 ***SERVICES EXECUTIVE*-(FRANCHISE SERVICES) (JAN’98 - APR’01)**

*Duties &Responsibilities*

* Keeping records of customer interactions and different transactions, recording details of complaints, comments, inquiries.
* Follow up to ensure that appropriate action has been taken on customer requests and complaints.
* Handling employee issues, staffing, managing client schedules, managing workflow, shedding light on departmental policy.
* Check and ensure that all Customer Care Executives are well informed and have up-to-date information so that they can best service the customer.
* Always check and ensure that Customer Service follow-up procedures are complete and meet time standards and regulations.
* Keep records and reports on all Customer Service production, measurements and turnaround time taken.
* Always choosing the best solution to solve a problem; rectifying, adjusting and also following up to ensure proper resolution.

PERSONAL DETAILS

* Nationality : Indian
* Marital Status : Single
* Date of Birth : 21th June 1977
* Hobbies : Reading books ,Listening music & Cricket
* Languages Known : English, Hindi, Marathi, Tamil & Malayalam

*DECLARATION*

I, Rajesh hereby declare that the above furnished details are true to the best of my knowledge. I believe that my education, coupled with my dedication and hard work will make me attain success.