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|   **MITHUN.** **Email:** **mithun.327782@2freemail.com*** ***CAREER SUMMARY***
* Working as Automobile Maintenance Supervisor in 3 years of Experience in UAE
* Worked as Automobile Maintenance Supervisor in 3 years of Experience in INDIA
* Experience in Supervisor for the vehicle Electrical section and mechanical of the Maintenance and repair Department(Diesel and petrol engines)
* Experience in Supervisor for the vehicle HVAC section of the vehicle.
* Maintaining the ISO standards and procedures.
* ***PERSONAL QUALITIES***
* Excellent co-ordination & communication skills.
* Maintain a positive & healthy environment around me.
* Optimistic.
* ***KEY RESPONSIBILITIES HANDLE***
* Supervise the vehicle maintenance department activities.
* Supervise the vehicle electrical department activities
* Supervise the vehicle HVAC department activities
* ***WORK EXPERIANCE***
* ***1. ALSA ENGINEERING&CONSTRUCTION LLC***
* From 2014 to Present
* Responsibilities
* Responsible for maintaining and repairing vehicles, equipments and machines required in the day to day working
* Analysis of vehicles, equipments and machines failures
* Estimation of maintenance costs
* Assessing the needs of equipment replacements, spare parts
* Assessment of the required tools for the maintenance of the equipment
* Adopt and implement a detailed maintenance plan to minimize failures resulting in stoppage of work
* Recruit and train the maintenance staff
* Keep updated with the upcoming versions or latest machinery required in the organization
* Replacing the spare parts of the machines as and when required
* Responsible for performing routine maintenance
* Responsible for maintaining an inventory for the requirement of the supplies and spare parts
* Prepare for vehicles and equipments muroor registration renewal
* Prepare for equipments third party certification
* Coordination with various departments for smooth functioning of the equipment by feedback and suggestions from them.
* ISO documentation, Quality Circle formation for detecting problems and solving from shop floor employees.
* Conducting Safety audits within the department and ensuring the compliance from all the employees and updating the checklists and audit reports.
* ***Responsible for maintenance and preventive maintenance***
* Equipments and machines (service and maintenance support of dispatch section)
* Make the request for the spare parts needed for the production machines and reduces production spare parts expenses.
* Responsible in performing the calibration of the machines.
* Develops the production machines (safety system, organize the working hours and periodic checking).
* Equipments, vehicles, machines (safety system, organize the working hours and periodic checking).
* Gives training to the foreman in Electrical, Hydraulic and Pneumatic machines for making corrective and preventive maintenance for all production machines.
* Responsible in checking all the Fire Fighting system particularly in the electrical matter.
* Maintaining the ISO standards and procedures.
* ***2. ITL MOTORS LTD***
* From 2011 to 2014
* Duties and Responsibilities
* Analysis of vehicles failure
* Troubleshoot maintenance problems and recommend corrective action
* Initiate and process maintenance work orders
* Assessing the needs of vehicle replacements, spare parts
* Make recommendations regarding maintenance procedure when requested
* Provide assistance with repairs when needed
* Communicate between customers and mechanics to eliminate inefficiency and comeback repair
* Estimates repair costs and makes sure that parts or services are completed in a timely manner
* Ensure that parts inventory matches vehicle in system, coordinates with parts person, and updates as necessary
* Supervise coordinates activities of vehicles engaged in repairing,adjusting,servicing,
* Inspect drives repaired vehicles to verify repairs
* Evaluate performance of workers
* Prepare repair reports vehicle requests
* Diagnose of ECU related concerns as per repair manual
* Diagnose of HVAC related concerns
* ECU with related modules programming
* ***EMPLOYERS***
* **1**.Position: MAINTENANCE SUPERVISOR

Company: ALSA ENGINEERING&CONSTRUCTIO LLC Duration **:**  2014 to Present* **2**.Position: MAINTENANCE SUPERVISORCompany: ERAM MOTOTS LLCDuration: 2011 to 2014
* ***ACADEMIA***
* Diploma in automobile engineering

Swami Nithyananda polytechnic college Completed in 2009.* ***TECHNICAL SKILLS***
* Microsoft word, excel
* AutoCAD
* ***PERSONAL DETAILS***
* Nationality : Indian
* Driving License : Indian - Yes; U.A.E - No.
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