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| **MITHUN.**  **Email:** [**mithun.327782@2freemail.com**](mailto: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 SUPERVISOR Company: ERAM MOTOTS LLC Duration: 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. |