Dear Sir,

I would like to propose my candidacy for your position of Maintenance Supervisor/Engineer.

Iam a highly talented and experienced for about 23 yrs, with an extensive background in MEP / HVAC Engineering, and i employed as a Site Supervisor with my practical experience and long track record of success I am confident that I can become a top performance at your company. My long term career goal is to continue to learn and grow my specialist skills and abilities, whistle utilizing my experience, knowledge and skills to benefit any employer I am working for.

I invite you to receive my attached resume which will show you that I am a capable and professional individual who is able to perform to the highest standards in areas such as MEP Projects. The foundation of my initiative to come up with solution to problems.

I am available for an interview at any time, and should you require any further information then please do not hesitate to contact me .In the meantime I thank you sincerely for taking the time to read my application, and I very much look forward to an opportunity to speak to you in more detail regarding this position.

Yours Sincerely,

Suresh

E mail : suresh.368444@2freemail.com

|  |
| --- |
|  **Career Objective** |

I am seeking an Maintenance Engineer role coupled with significant responsibilities in the MEP/CONSTRUCTION/ INDUSTRY-Engineering sector. I possess project ability and O&M of all HVAC- equipment’s. I am a team builder and comfortable to work under pressure.

Professional strengths and abilities include:

Supervision Project execution.

Maintaining of equipment Tendering as per project spec.

Maintaining of records Inventory control measures

|  |
| --- |
| **Professional Experience**  |

**HVAC ENGINEER – DAMAC, PARAMOUNT HOTELS, BUSINESS CENTRE, DUBAI.**

**PERIOD: - 2014 Jully – 2017 Jan – 2.6 yrs.**

 . Working for the DAMAC project at BUSINESS CENTRE, DUBAI as a HVAC ENGINEER Coordinating of all MEP Project related and Testing and commissioning of equipment’s such as AHU, FCU, FAHU, EXTRACT FAN, SEF, HEX, CHILLED WATER PUMPS etc.

. Coordination with the Main contractor and consultant at various Design issue and respective comments.

 . Process job completion report and submit to the client on time.

. Ensuring timely completion of all contractual obligations as per respective Work Orders.

. Carried out of Site execution and follows as per the shop drawing.

. Compliance with the ASBUILT drawing as per the site execution carried out& submission the drawing with proper approval from the consultant.

. Regular follow up with consultant comments regarding the design issues and coordinating with the design department and compliance for the same.

. Arranging materials and intend the materials as per the JOB SPECIFICATION and follow up of materials for timely delivery to achieve the targets.

. Maintaining highest HSE standards and practices, by conducting of regular TOOLS BOX TALK for the workers on day today activities and record.

. Verifying the sub-contracting work and make sure that the work was carried out under the project specification to achieve the project target.

. MEP Coordination of all services such as firefighting pipeline, plumbing pipeline, drainage, cold water, hot water pipeline. Ducting, chilled water pipeline, fires lent work etc.

**MECHANICAL ENGINEER – IMPZ PUBLISHING PAVILION- DUBAI**

**PERIOD: - 2014 Jan - 2014 Jully – 6 month.**

Testing and commissioning of various HVAC equipment’s such as AHU, FAHU, CCU, TRANSFER PUMP, BOOSTER PUMP, FCU, SUMP PUMPS, FIREPUMP, SEF,KITCHEN EXHAUST FAN, PRESSURISATION FAN,BEF,MAF.

. Coordinated with the subcontractor and the specialist supplier.

. Arranging materials and intend the materials as per the JOB SPECIFICATION and follow up of materials for timely delivery to achieve the targets.

. Handing over proper documents which were approved by the consultant, such as T&C report, As-built drawings, Asset register, O&M Manuals.

. Ensured compliance of all work related activities in a fair, ethical, and consistent manner.

**MECHANICAL MAINTENANCE SUPERVISOR – DUBAI METRO.**

**PERIOD: - 2009 – 2014 – 5 years.**

.Thorough knowledge in TVF (Flake wood) Operations, BOOSTER Pump, SUMP Pump,and Fire pumps (PATTERSON) and its function.

.Experienced in designing of plumbing lines and its erection at Metro project.

.Trained the staff to improve their multi skill.

.Supervising of plant and preparing of log sheet, Daily performance report, Monthly report and various reports.

.Analyzing and Responding Fault log system in Dubai Metro Project to attend the fault on time.

Experienced in all MEP Activities in Metro Project.

. Control duty performance of day to day activities including Planning and execution of preventive maintenance, Daily fault Review, breakdown maintenance, handling of complaints During Metro Maintenance.

**MAINTENANCE SUPERVISOR – GRT GRAND HOTEL, CHENNAI, INDIA.**

**PERIOD:- 2004 – 2009 – 5 years.**

**.** Control duty performance of day to day activities including Planning and execution of preventive maintenance, Daily fault Review, breakdown maintenance, handling of complaints

. Liaison and Follow-up with various AMC (service providers) and Original Equipment Manufacturer (O&M) for spares Repair and maintenance activity.

.Preparing and maintaining ISO document and various records.

.Lead role in emphasizing Energy Management.

.Checking and Approval of Invoice for Suppliers and Contractors.

.Coordinating with various technicians, peers and Superiors at various function level.

.Lead/Instruct Technical Team (AC/Electrical/Plumbing) & Other Maintenance Team.

**MAINTENANCE ENGINEER – MILLIANIUM MAHARAJA FOOD SPECILITIES FOODS PVT.LTD, CHENNAI, INDIA.**

**PERIOD: - 2002- 2003 – 1 year.**

**.** Supporting the team in all day to day operational requirements.

.Participate in emergency on-call service during non-working hours, weekends and public holidays.

. Maintaining highest standards of communication and customer service culture.

. Helping the team in maintaining highest HSE standards and practices.

. Responsible to ensure all maintenance service request (Preventive & reactive) raised & assigned to be completed within the set SOP as per the company operations Standard.

. Work within the expense limits established and issued by the manager from time to time.

**SHIFT INCHARGE – LE ROYAL MERIDIEN HOTEL, CHENNAI, INDIA**

**PERIOD: - 1997-2002 – 5 year.**

**.** Operation and maintenance of centrifugal chiller, AHUS, FCUS, KITCHEN EQUIPMENTS,BOILERS,LAUNDRY EQUIPMENTS,COLD STORAGE.

. Responsible to ensure all maintenance service request (Preventive & reactive) raised & assigned to be completed within the set SOP as per the company operations Standard.

. Work within the expense limits established and issued by the manager from time to time

**.** Control duty performance of day to day activities including Planning and execution of preventive maintenance, Daily fault Review, breakdown maintenance, handling of complaints.

**PLANT INCHARGE – KWALITY WALLS ICE CREAM PVT.LTD, CHENNAI, INDIA.**

**PERIOD:- 1994-1996- 2 year.**

. Cold storage plant operation of various types such as AMMONIA PLANT, DEEP FREEZER AND COLD STORAGE PLANT.

**MAJOR TRAINING:-**

# ISO 9001 and ISO14001

# Fire FightingEquipment’s.

# HACCP (ISO 22000)

# BMS Operation at Honeywell Automation.

**KEY SKILLS:**

MEPof Operations and Maintenance HVAC system, BMS, TVF, Plumbing, Fire Protection system, Electrical equipment.

**EXPOSURE, ABILITY AND KNOWLEDGE :**

* + Thorough knowledge in Operations and Maintenance of various plants like AHU, FCU, FPS, TVF, PUMPS, PLUMBING, BOILERS etc.
	+ Preventive maintenance of AHU’s, Fresh air, Exhaust, Electrical Panels, A/C Plant, TVF, FPS, BOILERS.
	+ Work Experience in DG set and Transformers upto 725 KVA.
	+ Experienced in designing of plumbing lines and its erection at Metro project.
	+ Trained the staff to improve their multi skill.
	+ Supervising of plant and preparing of log sheet, Daily performance report, Monthly report and various reports.
	+ Analyzing and Responding Fault log system to attend the fault on time.
	+ Control duty performance of day to day activities including Planning and execution of preventive maintenance, Daily fault Review, breakdown maintenance, handling of complaints During Metro Maintenance.
	+ Liaison and Follow-up with various AMC (service providers) and Original Equipment Manufacturer (O&M) for spares Repair and maintenance activity.
	+ Preparing and maintaining ISO document and various record.
	+ Lead role in emphasizing Energy Management.
	+ Checking and Approval of Invoice for Suppliers and Contractors.
	+ Coordinating with various technicians, peers and Superiors at various function levels.
	+ Lead/InstructTechnicalTeam (AC/Electrical/Plumbing)&Other Maintenance Team.
	+ Ensuring that the project MEP work is carried out in accordance with the required quality, cost and time constraint.
	+ Planning and organize maintenance teams structure as per divisional and job requirement.
	+ Addressing system breakdowns using full technical knowledge.
	+ Satisfying the customer’s immediate needs in terms of prompt and accurate response.
	+ Monitoring the cause of any recurrence of breakdown calls by the same client.
	+ Identifying cost-control tactics to check maintenance expenses.
	+ Supporting the team in all day to day operational requirements.
* Ensuring timely completion of all contractual obligations as per respective Work Orders.
* Participate in emergency on-call service during non-working hours, weekends and public holidays.
* Maintaining highest standards of communication and customer service culture.
* Helping the team in maintaining highest HSE standards and practices.
* Process job completion report and submit to the client on time.
* Responsible to ensure all maintenance service request (Preventive & reactive) raised & assigned to be completed within the set SOP as per the company operations Standard.
* Work within the expense limits established and issued by the manager from time to time.
* Schedule and complete the "Preventative Maintenance Program".
* Coordinate special assigned work as directed by the Manager.
* Assist and/or directly be responsible in monitoring all work being performed by outside contractors.
* Responsible for 24-hour emergency maintenance service as scheduled.
* Be a point of contact between the technicians and other management.
* Ensure that the technicians are well groomed and follow all company standard policies and procedure whilst executing work.
* Prepare daily job allocation sheet and Job Completion report.
* Conduct site visits as assigned by manager and schedule regular visits to ensure all jobs assigned are completed within the specific time and as per company procedures.
* Ensure that general industry safety rules and regulation are adhered at all times.
* Ensure compliance of all work related activities in a fair, ethical, and consistent manner.
* Establishing & continuously reviewing productive staff’s knowledge skill attitudes and training needs from production statistics.
* Participating in Staff Performance Review process.
* Assisting Maintenance team & Manager in preparation of Budgets and follow-up of results where required.
* Ensure all tools and company assets are well maintained
* Obtain quotes for purchases as and when requested.
* Conduct purchasing as and when assigned by the Manager.
* Update the Manager on a daily basis of all activities on field.
* Meeting work force Management Targets and contributing to productivity as per standards designed.
* Visit work site in case of Critical, Emergency &Concern pertaining to work orders or other related issues as instructed by Manager.

**KEY PERFORMANCE INDICATORS:**

# Project execution in time to time.

# Breakdown and Shutdown works.

# scheduling and executing of proper preventive maintenance.

# maintaining various plant records.

# Inventory Control.

# Compliance to various systems like ISO 9000, ISO140001, 22000.

|  |
| --- |
| **Educational Qualification** |

**Post-Graduation**

BBA from Annamalai University

**Diploma**

 Diploma in Refrigeration and A/c Govt.of India.

|  |
| --- |
| **Computer Proficiency**  |

* Microsoft Office 2007, 2010 : Word, Excel, PowerPoint & Outlook

|  |
| --- |
| **Personal Information** |

Date of Birth **:** 01-06-1975

Gender **:** Male

Languages **:** English, Hindi, Tamil

**Thanks and Regards,**