****CURRICULUMVITAE

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| **AIJAJ**  Dubai  Contact No.: C/o 971501685421  Email address: [aijaj.378172@2freemail.com](mailto:aijaj.378172@2freemail.com) |

**OBJECTIVE:**

1986 professional Diploma holder in Hvac Trade, seeking to leverage acquired professional knowledge and work experience to effectively fill as Facility/Assistant Facility Manager, Hvac supervisor or any position relevant to my CV. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible.Ability to work independently with high motivation toward new knowledge and a good team worker with evidence by my excellent performance during my previous work experience.

**WORK EXPERIENCE:**

**20 Years of Professional Experience**

**Facility manager** : Raghuleela properties pvt.ltd *Mumbai , INDIA,* Period: Sept.2008-Feb.2010 (18months)

**Duties & Responsibilities Managing the team of 40 peoples including of Tech.(Hvac,Elec.,Plumbing),House keeping,Security, Lift &Elevator tech., Gardeners, Car parking operators at Glenmark house and Corporate enclave site. Reporting to the Management. Preparing MMR,Snag list, Daily reports, Maintaining good relationship between Management&Clients, contacting vendors & taking quotation to complete the the job execution at site.**

**Relevant Skills:**

Hvac equipment and controls, fire alarm and pump controls Knowledge:

Good in Microsoft Office Program:  
MS Word: Good skills in editing typing and maintaining documents PowerPoint presentations: Good skills in creating power point presentations.

Excel Spreadsheets: Good knowledgd and skills to create and maintain Excel sheets on daily basis.

Outlook: well familiar to use outlook.

**Hvac Workshop incharge** :   
Ministry of water and electricity, *Jeddah, KSA,* Period: March1995-Feb2008 (13Years)

**Duties & Responsibilities Handled the team of eight hvac tech.& two electrician and managing all Ministry of water and electricity projects in jeddah.Maintaining the co-ordination between Dept.& Administration Execute the project work through Tech.team like Daily, Weekly, Monthly&Qtly Maintenance of Hvac Equip. Installation, service & Commissioning of Hvac Equip.& controls. Maintaining the log book Daily reports,Mmr,service record,job completion Detail.**

**Relevant Skills:**

Hvac equipment and controls commissioning and trouble shooting of chillers and other machines, fire alarm and pump controls Knowledge, Blueprint reading and understanding. Understanding of Hvac control wiring diagram, Fabrication of control panels. Good in Microsoft Office Program

**Hvac supervisor :**  Saudi Binladen Group *Makkah K.S.A.* Period:Yr.1991-Yr.1993 (2Years)

**Duties & Responsibilities Handled following duties & responsibilities: Maintenance And servicing of chillers,packaged ac,ducted split,mini split Ahu,fcu,vav&kitchen equipment.at king fahad palace meena Makkah-K.S.A**

**Relevant Skills:**

Service maintenance & repairing of chillers and other machines, fire alarm system and controls Knowledge, Blueprint reading and understanding. Understanding of Hvac control wiring diagram, Good in Microsoft Office Program

**Hvac Technician :** Fawaz Group est. for Trading&cont. *Jeddah K.S.A.*Period:May1987-Nov.1990 (3yrs.6months)

**Duties & Responsibilities Handled Installation,erection,Commissioning & servicing of chillers,packaged ac, ducted split,Ahu,fcu. Also worked as a Showroom sales executive. Worked at ajyad hotel makkah, Petromin jet jeddah,King Abdullah palace jeddah,souq al khema jeddah & more projects.**

**Relevant Skills:**

Installation and commissioning of chillers and others Hvac Equipment. Handling showroom Sales and store.

**EDUCATIONAL BACKGROUND:**

**NCVT GOVT. Course in the Trade of HVAC from VOLTAS LTD.(3Years) Passed Test conducted in HVAC by Daikins Intl. Ltd. Japan at Jeddah K.s.a.**  
**10th from D.J.Galvankar High School,Arnala**

**Relevant Qualifications:  
Languages:** English: Fluent in speaking ,writing and reading Arabic: good in speaking and reading Hindi: Fluent in speaking, writing and reading Urdu: Fluent in speaking and reading

**PERSONAL INFORMATION:** Name: Aijaj   
Nationality: Indian   
Marital Status: Married   
Date of Birth: December 7, 1965  
Place of Birth: Mumbai India