# CIJO

Sharjah, United Arab Emirates. Email: - cijo-394605@2freemail.com

#  Carrier Objective:

By associating a well settled and highly professional organization, I can maximize my multilayer of management skills, quality assurance, program development, training experience, customer service, and invest my knowledge / training, and experience for the achievement of the organizational goals, and be a part the development of the organization, which will help me to explore myself fully and realize my potential.

#  Executive Summary:

More than Fifteen year’s experiences (13 Years in UAE) with responsibilities of Managing (Workshop / Machine Shop /Work shop Services / Procurement), Sales & Marketing, Planning, Quality controller and Production handling under two management with in United Arab Emirates & India.

* Presently I am working from Aug 2012. In our division, we are providing various kinds of engineering services for Generator / Heavy equipment refurbishment in different sectors like construction, oilfield, transportation, marine etc.
* Previous organization manufacture machines in India, this is used for engine reconditioning sector. i.e. Vertical boring, horizontal line boring, crank shaft grinding, con-rod boring, cylinder head surfacing machine, valve seat cutting machine, Honing machine etc. in India. Moreover it has an Engine conditioning & general engineering machine shop in UAE.

 **Key Strengths:**

* Highly organized thought process and well-structured problem dealing attitude with an edge of innovativeness.
* Profound managerial qualities and skills to handle multiple teams simultaneously.
* Ability to handle both, the internal activities of an organization as well as the external dealings with customers, vendors, government bodies, etc.
* Very good knowledge of Engineering drawings and routing jobs in machine shop with procedure.
* Knowledge of handling in commercial medium speed engine overhauling. (Caterpillar, Perkins, Cummins, Mercedes, Volvo etc.)
* Strong in handling the Orion, MS office tools, SAS and web search tools.
* Area of expertise – Management disciplines, Marketing, Estimation, Closing deals, Customer service, Budget control.
* Ability to take ownership & execute tasks with minimum supervision.
* Interest to expanding the facility in required area / segments.
* Experience in managing floor Operations.

#  Organizational Experience:

 **(In charge- Workshop services Division - Aug2012 – Till Date)**

Dubai, UAE

In our company, there is a division called Workshop services Division (WSD). Here we are providing in different kind engineering services to various segments. I am leading the workshop operations and sales. In our division we are providing services **Engine overhauling** (All major brands engines), **Machine Shop** (Our machine shop specialized in machining of engine components and general engineering machining as per the manufactures specification / approved drawing), **Fuel Injection pump calibration, Rewinding & General work shop** (construction / oilfield equipment repair / refurbishment)

* Managing the daily activities of the division
* Marketing the business and achieve the target in monthly basis
* Develop the new trust worthy customers for the division
* Maintaining the customers from different levels and nationalities.
* Tracking the jobs to the right persons.
* Analyzing the job and making the estimation, job opening, execution and closing deal in various jobs.
* Developing, implementing and maintaining a business plan for division
* Enforcing the company’s policies, principles, and procedures.
* Co-coordinating sales, shop floor operations.
* Inspiring and motivating the staff.
* Identifying then addressing team training and development needs.
* Maintain systematically work inside the workshop.
* Communicating clear business messages to staff.
* Coaching and developing staff to do more and better productivity
* Extensive product knowledge in this field.
* Leading the major machining jobs with machine operators / production staff.
* Providing excellent after sales service to customers at right time.
* Communicate with management and give report and present the board meeting.

#  (Manager- Operations -May 2009 – Jul 2012)

 Sharjah, UAE.

This is a branch of maxpreci machines. Here we do marketing and after sales service for Maxpreci brand machines in all the GCC countries. I have the responsibility for all the operations in Sharjah unit.

* Developing, implementing and maintaining a business plan for the branch
* Co-coordinating sales, purchasing, distribution, warehousing and staff costs.
* Managing the daily activities of the branch
* Enforcing the company’s policies, principles, and procedures.
* Inspiring and motivating staff.
* Identifying then addressing team training and development needs.
* Coaching and developing staff to do more and better.
* Providing excellent after sales service to customers at right time.
* Extensive product knowledge.
* All the documentation for the import and export.
* Managing the bank accounts with power of signing.
* All the documentation process inside the Saif Zone.
* Maintaining the customers from different levels and nationalities.
* Communicate with management and give report monthly basis.

# (Workshop In charge, Aug 2006 - Mar 2009)

Sharjah, UAE

This is a machine shop, there will do all the kind of general engineering and engines machining

/ reconditioning and overhauling the engines. I was in charge office & operations.

* Developing, implementing and maintaining a business plan for the workshop.
* Tracking the jobs to the right persons.
* Analyzing the job and making the estimation for various jobs (General Egg. & Automobile Egg.)
* Arrange the all documents quotation, delivery note, invoice, etc…
* Enforcing the company’s policies, principles, and procedures.
* Inspiring and motivating staff. Identifying then addressing team training and development needs.
* Coaching and developing staff to do more and better.
* Adherence to regulatory requirements. Providing excellent service to customers interpreting, analyzing and producing sales & financial data.
* Managing the vendors & purchase.
* Maintain systematically work inside the workshop.
* Communicating clear business messages to staff.
* Leading the major jobs with machine operators / production staff.
* Give the daily report to the management.

# (Planning Dept.–Production, May 2000 to Aug 2006)

Bangalore, INDIA.

This is a manufacturing unit of engine reconditioning machines, which is vertical boring machines, horizontal boring machines, honing machine, surface grinding machine, crank shaft grinding machine, con rod boring machines, valve seat cutting machines, etc.

My career started here with machines assembly section and I was in this section for two years.

Then I got promotion to QC. One year I worked as a quality controller. In this section i was checking with all the kind of instruments. Then I moved to planning department with second promotion. Three year I worked as an in charge in the planning department. In this section our aim is without any shortage, maintain the minimum quantity machine parts in our store. It mainly includes machinery components process planning, routing the process one by one. Etc...

#  Academics:

Diploma - in Mechanical Egg. Bangalore, Karnataka, India.

Mechanical Fitter - Vocational Training institute, Trichur, Kerala, India. Secondary - St. Joseph. HSS, Trichur, Kerala, India.

Computer Skills – Orion, SAS, MS Office, Internet, Auto CAD, etc. Operating system - Windows

Personal Vitae:

Date of Birth : 13-Apr-1982

Sex : Male

Nationality : Indian

Marital Status : Married

Language known : English, Hindi, Malayalam, Kannada, & Tamil. Visa Status : Residence Visa

Driving License : UAE & India.

#  Declaration:

I hereby declare that all the information furnished above is authentic to the best of my knowledge

and belief.

Date : CIJO

Place : Sharjah