***KASHIF***

**E-Mail:** kashif-394758@2freemail.com

**OBJECTIVE**

Looking to groom my skills; includes technical and managerial skills, multitasking, relationship management and problem solving skills with diversifying projects and task in a challenging environment by optimizing the output using the variables.

**EDUCATION**

## B.Sc. Mechanical Engineering: June, 2014

University Of Engineering and Technology (**UET**) Peshawar, Pakistan.

**Professional Work Experience**

**Engineering Company in UAE *MEP SUPERVISOR***

## Responsibilities:

* Arrangement for the planned weekly, monthly and annual HVAC equipment maintenance.
* Responding to the emergency MEP maintenance and complaints of occupants.
* Maintaining the building and available services.
* Preparing quotes, vendors arrangement and Negotiate with the vendors and supplier.
* Managing the outsource contractor to accomplish the all the assigned jobs in a safe, as per the standards and on time.
* Preparing daily, weekly and monthly reports.
* Reporting incident and initiating appropriate action.
* Technician allocation as per requirement and priority.
* Maintaining the site minimum material stock of the all the critical items.
* Maintaining the asset details and planning PPM activity for the assets.
* Allocating and supporting the technicians to complete the PPM and reactive works.
* Identifying the risk involved in the works and preparing risk assessment & WMS for the activity.
* Recommendation for improving operations and solving maintenance related problems.
* Attending the internal operational Monthly Management Meeting and client meetings
* Managing Security Operation, allocating security persons and monitoring the daily occurrence.

# BUILDING MAINTENANCE MEP SUPERVISOR

**Responsibilities:**

* Making Site Visit, Meeting with Clients and understanding their requirements
* Understanding of the Contract documents (drawings and specifications), phasing plans, MEP systems interrelationships, construction sequencing and project schedule
* Facilitate problem solving, as may arise, between Subcontractors
* Coordination of all Works like installation, testing, commissioning of plumbing, fire protection, fighting system, fire alarm and detection system
* Negotiating with clients regarding Materials Quality and other aspects
* Taking all the necessary NOC’s from the concerned Departments if there is any.
* After approval of materials from the Clients, giving them brief explanation about safety and precautions
* After finalizing work schedule with clients arranging Manpower, Equipment, Machinery and Materials
* Managing and Monitoring Works as per the Work Method Statements and coordinating frequently with clients and consultant for job approvals.
* Ensuring that the work is carried out as per the safety, quality standards and as per Manufacturer and Client specifications
* Preparation and Submission of Invoices as per the quotation.
* Maintaining Records for the daily activities, making daily and monthly Reports.

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**Personal Profile**

Gender: Male

Nationality: Pakistan

Visa Status : Cancelled

DRIVING LICENSE: UAE Light Vehicle Valid Driving License Languages: English, Urdu, Arabic, Pashto

**Computer skills**

* Microsoft office (Excel, Power Point, Word, Outlook etc).
* AutoCAD and Solid Works

**Personal Skills**

* Excellent Communication & team work skills.
* Honest and sincere approach in duties and responsibilities.
* Suits with timings and situations of work.
* Process excellent written and oral communication skill.
* Dedicated, hardworking, self-reliant and quick learning.

- **Abilities**

* Ability to work for challenging assignments, sincere and confident
* Self-motives – Capable of initiating new ideas and self-learning.
* Self-correspondence – Handling correspondence of responsible things.
* Equally effective on self-managed projects as a team.
* Set high standards, precise schedule-oriented.
* Willingness to use new technologies to the desired standard.

**INTEREST & ACTIVITIES**

* Reading Books, Newspapers & Watching English Serials and Documentaries.
* Playing Cricket, Football & Cards