|  |
| --- |
|  |

**Name : Afroze**

**Visa Status : UAE Visit Visa**

**Position : Senior Engineer / Deputy Manager – Workshop**

**Mobile : +971501685421**

**Email :** [**afroze.378664@2freemail.com**](mailto:afroze.378664@2freemail.com)

**Total Work Experience : 8 Years 9 Months**

**Synopsis:** A multi technical background with focus on service and maintenance of fleet, seeking position in oriented fleet contracting or consulting organization to render my professional & technical skills and also add value to organization growth.

1. **Professional Experience: Riyadh - Saudi Arabia**

**Position held :** Senior Engineer / Deputy Manager ( Heavy Automobile Equipment’s)

**Company :** Saudi Integrated Waste Treatment Company

(Joint Venture of Beatona – a Abu Nayan Holding group)

(Material recycling facility with infeed of 5000 tons/ day)

**Experience :** 6 years 4 months

**Worked from :** May 2011 – September 2017

* **Duties & responsibilties :-**
* Perform day-to-day hands-on supervision on a team of maintenance technicians in carrying out Planned Preventive Maintenance (PPM ) and re-active maintenance works including emergency breakdown, trouble shooting and repair to the mechanical systems (such as diesel engines, transmission drives, alternator and hydraulic drives etc.) on the Heavy-duty Mobile Equipment.
* Well knowledge of wheel loader, dump truck, tractor trailer, skid steer loader, forklift, generator, bus, pickup, van of leading brands like Caterpillar, Toyota, Mercedes-Benz, Volvo and Isuzu.
* Managing cost controlling techniques over installations, replacement and repair of spare parts and tires of all vehicle and equipment’s.
* Prepare regular reports on work progress, equipment serviceability and performance, work safety, manning deployment, overtimes, effective stock control and workshop management.
* Planning for modification, overhaul work plans, operation & maintenance procedures, work safety guidelines and service checklists for the Heavy-duty Mobile Equipment.
* Set up and maintain an archive on all maintenance or service logs, records and checklists with proper verification and endorsement signatures.
* Carry out campaigns and coordinate with procurement and logistics department for procuring and consumption of parts/ consumables for ensuring continuity of work on daily, weekly and monthly basis for smooth functioning of equipment’s.
* Enforce and ensure all staff undertakes their duties in compliance with environmental, safety & health standards and practices in line with Company’s policies, rules, regulations and work procedures at all time.
* Follow up technicians and their performance reflecting good productivity, safe working practices and keeping information up to date thus ensuring everybody is conversant with the information for minimum downtime of vehicles.
* Responsible for the quality of work carried out and performs incoming and outgoing inspection of all parts and assemblies of the vehicles.
* Follow up and coordinate between different departments for immediate action.
* Undertake other tasks given by the management.

1. **Professional Experience: Hyderabad – India**

**Position held :** Sales Executive Engineer

**Company :** Ion Exchange India Limited

**Experience :** 1 year 4 Months

**Worked from :** November 2009 – March 2011

* **Duties & responsibilties :-**
* Responsible for commercial and community sales in water treatment industry of water treatment plants, sewage treatment plants, RO and Softeners.
* Prepare quotations and negotiate to win contracts and also handling existing and potential .
* Handling existing and potential customers and taking part in meeting with customer.

1. **Professional Experience: Hyderabad - India**

**Position held :**Production Engineer ( Non-Ferrous Aluminium alloys component)

**Company :** ACMI Industries (Vendor for ABB, Crompton Greaves and Areva )

**Worked from :** August 2008– September 2009

**Experience :**1 year 1 month

* **Duties & responsibilties :-**
* Responsible for plant production goals and product quality control for the plant.
* Confer with department heads to ensure coordination of purchasing, production and supply.
* Look at daily rejections and take necessary corrective actions and look after PPM for dies.

**Educational Qualification :-**

* Bachelor of Mechanical Engineering from Jawaharlal Nehru Technological University-India

**Career Achievements :-**

* Achiveing fleet’s availability of 93% throughout year of vehicles which are operating 24/7.
* Refurbishment of complete damaged wheel loader which got burned in fire accident with less expenditure.
* Completely refurbish tractor, forklift and truck.

**Skills :-**

* Leadership and managerial skills, technical knowledge, budgeting and cost control, warranty administration, spares inventory management, quality and safety management, excellent communication skill, fast learner, multilingual and database administration.
* Lead a team of 38 members for 6 years which includes technicians, foreman, tire repair man and helpers.

**Registered Certification :-**

* Registered Mechanical Engineer with Saudi Council of Engineers. **Software Proficiency:**-
* MS Office
* Basic ERP System

**Personal Details:-**

Nationality : Indian

Date of Birth : 27/03/1986

Maritial Status : Married

Driving licence : Valid Saudi & Indian driving licence

Languages known : English, Arabic, Hindi, Urdu & Telugu

**Declaration:-** I hereby declare that the information above is true to the best of my knowledge.

Afroze