**RASHEEN.**



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|  |  | **Email** |  | **Rasheen.383074@2freemail.com** |  |  |
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**Objective**



Seeking long term employment in an organization where I can grow professionally and further enhance my skills, knowledge and experience within a reputable institution; that nourishes ambition and encourages career progress in order to face and overcome the challenges of today’s changing work environment.

**Professional Summary**



Have a total Gulf experience of 5+ years, out of which 2 years of experience in Maintenance Planning and more than 3 years as Maintenance Supervisor,

* A self-motivated, enthusiastic and passionate Maintenance Planner who has extensive experience of supervising all aspects of jobs on Plant/Site, including labor and materials.
* Resolution of critical issues in a time-sensitive environment using excellent analytical skills.
* Strong experience in a plant environment and excellent supervisory skills & Comprehensive knowledge of plant operations and equipment used for manufacturing steel products.
* Excellent verbal and written communication skills
* Strong organizational and project management skills & Ability to plan and schedule maintenance
* Proficient with CAD/CAM, MS Office suite, and business enterprise applications

**Educational qualifications**



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COURSE** | **DURATION** | **INSTITUTION** | **BOARD/** | **PERCENTAGE /** |  |
| **UNIVERSITY** | **REMARKS** |  |
|  |  |  |  |
|  |  |  |  |  |  |
| **Master Of Science** |  | Madurai Kamaraj | Madurai Kamaraj | \*Course completes |  |
| 2016-2018\* | University, |  |
| **(M.Sc)** | University, Madurai | on Aug,2018 |  |
|  | Madurai |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
| **Bachelor Of** |  | Vinayaka Missions | Vinayaka | 63% |  |
| 2013-2016 | Missions |  |
| **Science (B.Sc.)** | University, Salem. |  |  |
|  | University, Salem. |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
| **Higher Secondary** |  | Jeevana Matric & | Tamil Nadu |  |  |
| 2005-2006 | Higher Secondary | State Board, | 81% |  |
| **Education** |  |
|  | School, Madurai. | Chennai. |  |  |
|  |  |  |  |
|  |  |  |  |  |  |
| **Secondary** |  | Jeevana Matric & | Matriculation |  |  |
| 2003-2004 | Higher Secondary | 83% |  |
| **Education** | Board, Chennai |  |
|  | School, Madurai. |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |

**Technical Qualification**



* **Master Diploma in Electronic Design Automation in Electronic CADD, OrCAD (Capture, PSpice & PCB Designer)** From CADD CENTRE Training Services,India.
* **Certified NDT Inspector holding ASNT NDT Level II in UT, RT, MPT, LPT, UTG & RTFI in accordance with the Requirements of ASNT – SNT – TC – 1A, 2011 Edition (Valid Until – Aug. 2021)** From Trichy Institute Of Welding, TamilNadu, India.
* **Computer Hardware & Networking Certificate course (2011),** From CADDTraining Services, Madurai, India.

**Computer Proficiency**



* Conversant with MS Office applications of ***Word, Excel & Power Point.***. Well versed in using of Internet, E-mail and other Internally Developed Software’s.

**Language Proficiency**



* English, Tamil, Urdu, Hindi & Arabic (Workable)



**Work Experience(I)**

**Company**

**Amenities**

**Role**

**Work Duration**

**Responsibility & Contributions**

***Hidada Company Ltd., Jeddah, K.S.A***

***(An ISO 9001 : 2008 Standard Company, with ASME “U” Certification)***.

***Maintenance Supervisor – Operations Division.***

***From March, 2015 to till date***

* Analyze work orders and production schedule to plan machinery downtime for preventative maintenance, repairs, and projects & there by enhancing the KPI level.
* In charge of carrying out various Maintenance activities like preventive maintenance schedule, day-to-day corrective maintenance actions, technical data interpretation, maintenance control activities, and programmed upgrades of all plant activities.
* Accountable for planning and assigning work and projects for the Maintenance Team by communicating with Central Maintenance Manager to complete as per business standards.
* Review and evaluate completed work orders to optimize equipment life cycle and schedule proactive replacements.
* Purchase parts and create kits for scheduled work orders and projects to increase wrench time. Develop and maintain work flow process.
* Train work force to utilize CMMS software effectively. Formulate and track metrics to statistically reflect department performance.
* Coordinate various sub-contractors. Supervise maintenance craftsmen & Schedule and track facility non-hazardous waste disposal*.*

**Work Experience**

**(II)**

|  |  |
| --- | --- |
| **Company** | ***Hidada Company Ltd., Jeddah, K.S.A*** |
|  |  |  |  |  |  |
| **Amenities** | ***(An ISO 9001 : 2008 Standard Company, with ASME “U” Certification)***. |
| **Role** | ***Maintenance Planner – Central Maintenance Department.*** |  |  |
| **Work Duration** | ***From June, 2013 to March, 2015*** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Responsibility &** |  Plan and schedule maintenance projects for a limestone quarry. Coordinate |  |
|  |  | maintenance priorities across four production departments, determining the |  |
|  | **Contributions** |  |  |
|  |  | most effective and cost efficient maintenance solutions, to increase man- |  |
|  |  |  |  |
|  |  |  | hour effectiveness and work order completion percentage, while reducing |  |
|  |  |  | overtime and man-hours per work order. |  |
|  |  |  Planning & Implementation of various maintenance core processes like |  |
|  |  |  | Provide & Maintain facility, Plan & Do preventive maintenance, Calibrate |  |
|  |  |  | equipment’s & Do corrective maintenance as per Company’s QMS policy |  |
|  |  |  | on daily, weekly, bi-monthly, monthly, quarterly, half yearly and annual |  |
|  |  |  | basis all as per ISO 9001:2008 standard. |  |
|  |  |  | Manage maintenance projects and repair scheduling and vendor |  |
|  |  |  | coordination. |  |
|  |  |  | Scheduled all maintenance scheduled and unscheduled activities to prevent |  |
|  |  |  | minimum production down time & Review and assign all incoming task to |  |
|  |  |  | the various program elements to correct problems and meet program goals. |  |
|  |  |  | Evaluate procedures, gather operator feedback, provide technical guidance, |  |
|  |  |  | assist with supply chain management, and make technical recommendations |  |
|  |  |  | to enhance the maintenance program. |  |
|  |  |  Scheduled, tracked, and monitored preventive maintenance programs |  |
|  |  |  | Developed budget for the maintenance department and preparing |  |
|  |  |  | expenditure report |  |
|  |  |  |  |  |
|  | **Personal Details** |  |  |  |  |
|  | Date of Birth | **-** | Feb 29, 1988 |  |
|  | Nationality | **-** | Indian |  |
|  | Marital Status | **-** | Married |  |
|  | Valid Driving License **-** | Indian & Saudi Driving license holder. |  |