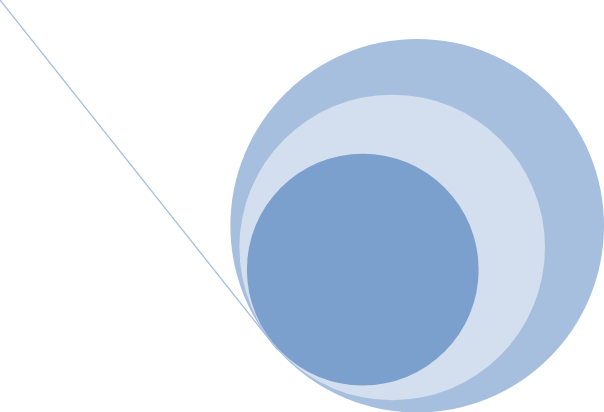
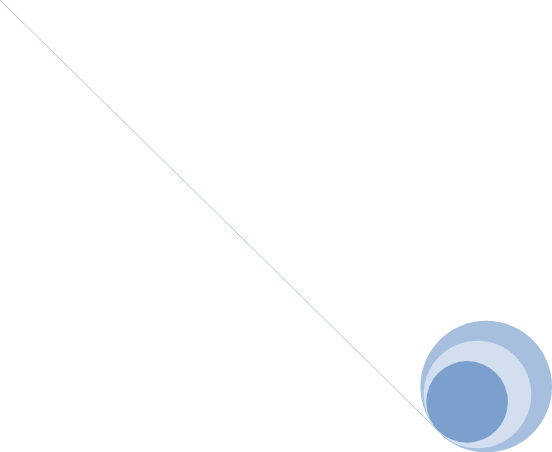
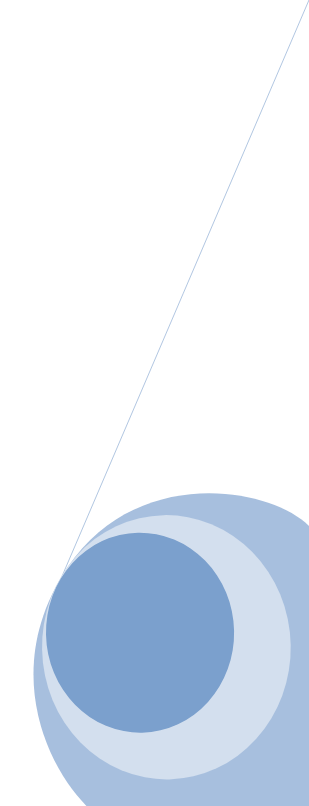
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| --- | --- |
| **QUAISAR IMAM** |  |
| ***MAINTENANCE SUPERVISOR MEP (HVAC)*** |  |
|  |  |
| **Over 17 years of experience in HVAC, ELECTRICAL & MECHANICAL field out of which 13 years in UAE & KSA. As HVAC / MEP Supervisor, in Facilities management company looking for new and challenging opportunity.** |  |
|  |  |
|  |  |
|  |  |
| **+966580895048 (Whatsapp)** |  |

**CURRICULUM VITAE**





**Quaisar imam**

Voice**: +966580895048**

Email: **quais85@gmail.com**

**Objective**

To be a part of an organization that can exploit my qualities of leadership, fast decision making and conceptualizing. My ambition is to grow with the company and thus proving

myself as an asset to the esteemed organization.

**Strengths:**

* Sound knowledge in HVAC field.
* Expert in Chillers, AHU, FCU, Split A/C, Package unit, Fresh air plants, Chilled water pumps, Exhaust fans, VAV, CCU unit, Compressor, Evaporator and Condenser repairing/replacements and Refrigeration systems, Electrical & Plumbing etc…
* More than 16 Years of experience.
* Good team spirit, gasping power and leadership quality.
* Qualified & Well-Trained Executive.
* Effective communication ability and commanding power.
* Computer literacy and well familiar with MS office and CAFM. (Computer-Aided Facility Management)
* Attend all breakdowns and ensure smooth and uninterrupted operation of the system.
* Carry out on- site coordination with other FM staffs during emergency breakdown, corrective maintenance & Preventive maintenance activities and follow’s the defined escalation pattern and process flow

**Experience**

* **Al Fanar Company K.S.A (Saudi Arab)**

Al Fanar is one of the best companies In Middle East. I am working as a MEP Supervisor AT&C FM Department, since **27th January 2018 to till date**.

Duties &Responsibilities

* Train the staff for maintaining the highest standards of **HSE** practices.
* Ensures that proper safety standards are being followed by the team while carrying out activities, including wearing recommended **PPEs** in line with **QHSE** policies.
* Ensuring the Client`s satisfaction through quality.
* Manager and control the staff productivity.

 As a supervisor I’m handling **15 buildings and 12 villas**,(**East Riyadh Including Wazarah Area)**

 One **store** in our under responsibility, (**Don’t have any Store keeper here**)

 Materials Arrangement From **main store to our store** myself,

 Submit all invoices in week 2 times.

 Visit on side after duty,(For Technicians KPI&Q)

 Ready for **Emergency 24/7**

 Purchasing material myself outside market,

 Tenant calling in emergency (sometime mid-night, sometime early morning)

 Using patty cash,

* Logging and closing of work orders in **the CRM & C4C system**.
* To prepare the PPM Planner for the assets across the project.
* To Plan and oversee all Preventive, Corrective, Predictive and Reactive Maintenance works.
* Arrange and coordinate for tools, spares and materials for the sites.
* Delivering Toolbox Talks.
* To ensure all works **PPM, CM** and casuals are completed on schedule
* Ensure proper documentation is done in regards with contracts and service reports.
* To ensure a cost-effective maintenance regime.

**Technical Skills:**

* Ability to attend/rectify all kinds of faults of chillers , DX units and their control systems of large HVAC Cooling issues, Belt replacing, Motor issues, Blower and motor bearing issues, chilled water issues, Refrigeration complaints, cold storage chillers unit issues, VAV issues, VFD and Soft starter issues, Filter alarm issues, Fresh air fan, Electrical and Plumbing.
* Ability to determine the kind of tools and equipment needed to do a specific job
* Ability to assist workers in inspecting and testing systems to verify system compliance with plans and specifications and to detect malfunctions.
* Ability to assist workers in performing routine equipment maintenance.
* Ability to prepare the technician Estimation
* **DUSERVE Facility management (Dubai)**

DUSERVE is the one of the leading company in Facility Management in Middle East.

Working as MEP Supervisor in FM (Maintenance) division since 26th may 2013 To 5th August, 2017. **(DWC AIR SHOW SIDE)**

Duties &Responsibilities

The purpose of the role was to supervise the PPM, CM and RM works by carrying out troubleshooting & repair work in **HVAC, Electrical, Plumbing Fire Fighting system** in line with the guidelines set by the departments.

* To prepare the PPM Planner for the assets across the project.
* To Plan and oversee all Preventive, Corrective, Predictive and Reactive Maintenance works.
* To ensure all works PPM,CM and casuals are completed on schedule
* Ensure proper documentation is done in regards with contracts and service reports.
* To ensure a cost effective maintenance regime.
* Arrange and coordinate for tools, spares and materials for the sites.
* Train the staff for maintaining the highest standards of HSE practices.
* Delivering Tool Box talks.
* Ensuring the Client`s satisfaction through quality.
* Manager and control the staff productivity.
* Logging and closing of work orders in the CAFM system.
* **AMBB (Dubai)**

AMBB is one of the best companies in leading contracting company on MEP & interiors works in Middle East I am worked as a HVAC Foreman in MEP Division from 5th August 2008 to 17th January 2012.

**Duties &Responsibilities in AMBB Dubai.**

* Ensures that proper safety standards are being followed by the team while carrying out activities, including wearing recommended PPEs in line with QHSE policies.
  + - * Knowledge in Planned Management System and Operations.
* Hands on experience in Maximo CMMS. (Computerized Maintenance Management System)
* High Knowledge in Siemens, Jonson control & Honeywell BMS software’s.
* Fire fighting pipe line.(Grouting , Threading and Fitting)
* Fright fighting smoke system.
* Duct installation as per drawing.
* Electrical and Plumbing all type of work.

* Receiving all **HVAC, Electric and Plumbing** related issues (complaints) from The Helpdesk
* Allocating technicians to carry out technical rounds and thus plan for corrective maintenance.
* Updating the status of each complaint on a timely basis in Maximo as per the feedback from technicians and confirmations.
* Coordinating with other teams (Electrical, Plumbing HVA.C BMS etc) to solve issues as per site requirement.
* Taking lead and delivering by advising technicians during any major issues.
* Give daily briefing, tool box talk and to carry out the corrective maintenance, routine checks, and repair works on HVAC systems as assigned by the Engineer, related to facility management department, within the designated Area of operation and in line with the agreed procedure and guide lines set by the Division.
* Main complaints attended: Cooling issues, Belt replacing, Motor issues, Blower and motor bearing issues, chilled water issues, Glycol issues, Refrigeration complaints, cold storage chillers unit issues, VAV issues, VFD and Soft starter issues, Filter alarm issues, Fresh air fan plant operation etc.
* **SHIMAH Saudi Co. – Saudi Arabia** (Riyadh)

SHIMAH Saudi Co leading house maintenance and contracting company in KSA.

Worked as Senior HVAC technician from 24th Feb 2007 to 31st March 2008

* Installation and maintenance of HVAC equipment’s
* Installation & maintenance of AHU, FCU, Exhaust and Fresh air fans, Split A/C, package unit window and ductable unit
* Installation of VRF system, all type of Refrigeration systems etc.
* **Blue Star PVT LTD – Mumbai –India**

Authorised dealer of Carrier Air conditioners.

Worked as HVAC technician from 5th September 2003 to 30th April 2006.

**Duties &Responsibilities**

* Maintenance works of all kind of carrier air condition units.
* **KELVIN VOLTAS PVT L.T.D – Mumbai India**

Authorised dealer of Voltas Air conditioners.

Worked as HVAC Sr technician from 2nd May 2006 to 30.01.2007.

* Maintenance works of all kind of carrier air condition units.

**Education:**

* **HSC**-**Passed with 2nd class.**
* **Diploma -Passed with First class.**

**Personal details:**

Marital status: Married

**Date of Birth: 10th January 1985**

Religion: Islam

**Passport: N29799612 (Expiry date: 14thDecember 2025)**

Nationality: India

**Mobile No: +91-8757871287, +91-9006073617**

Languages known English, Hindi and Urdu

**Saudi Driving License:**

Date of expired: 19/02/2028

**Declaration:**

The above-mentioned details are true and the best of my knowledge**.**

**Quaisar Imam**