



PROFILE

I am a seasoned Maintenance Supervisor Management professional. I am seeking a position with a solid company. I have 13 years' experience in commercial, residential, and industrial construction projects. I am particularly effective in personnel supervision and contractor selection. I have managed MEP trades on high rise, and large-scale renovations.

CONTACT

PHONE:
+971-582-200932

ADDRESS:
Villa-29, Al Satwa,
Dubai

EMAIL:
neyazahmad7629@gmail.com

DRIVING LICENSE

UAE Driving License Category – 3
IND Driving License – Light Vehicle

HOBBIES

Cricket
Reading-Books
Football

NEYAZ AHMAD

MEP SUPERVISOR

EDUCATION

KARNATAKA UNIVERSITY

2004 – MECHANICA ENGINEERING DIPLOMA, BANGALORE, INDIA

JAMSHEDPUR WORKERS COLLEGE

2001 - INTERMEDIATE COMMERCE, JAMSHEDPUR JHARKHAND, INDIA

KABIR MEMORIAL HIGH SCHOOL

1998 – 10th PASS, JAMSHEDPUR JHARKHAND, INDIA

WORK EXPERIENCE

BG TECHNICAL SERVICE LLC, [MEP Supervisor]

June 2020 to be continued. **Dubai, UAE**

Responsible for the maintenance and repair of the institution buildings and structures a federal correctional facility.

UNIVERSAL VOLTAS LLC, [HVAC Supervisor]

Jun 2015 – Aug 2019 **ABU DHABI, UAE**

seeking challenging position in HVAC field to utilize my skills, talents and experience to achieve the organization goals.

NATIONAL UNITED ENG & CONT CO.LLC, [HVAC FOREMAN]

Sept 2009 – July 2014 **MUSCAT, OMAN**

the main responsibility of the HVAC Foreman is to install various systems and introduce an assortment of frameworks. They must know how to install a refrigerator.

SKILLS

Extensive knowledge of building systems such as plumbing, electrical, and HVAC. Excellent analytical and problem-solving skills.
Ability to identify issues and determine repairs that are needed.
Ability to plan maintenance schedules for building systems.
Excellent management and supervisory skills.
Equipment Maintenance, Teamwork, Job Knowledge
Proven experience as maintenance supervisor or similar role
Knowledge of health & safety practices and regulations

MAINTENANCE & PROJECT DETAILS

- Real Estate Buildings & Villa MEP Maintenance, Civil Project [Dubai]
- Offshore ADMA-OPCO, HVAC PROJECT [Abu Dhabi]
- Musanada (Abu Dhabi General Services Company - Musanada) MEP Maintenance
- Onshore GASCO Industries Limited, HVAC Maintenance [Abu Dhabi]
- City Walk in Dubai HVAC PROJECT

JOB OF RESPONSIBILITIES

- Establishes, monitors, and carries out preventative maintenance procedures and schedules for buildings, equipment and grounds. Ensures building and equipment meet all safety, security and fire regulations and policies. Makes recommendations for major repairs and purchases to supervisor.
- Performs carpentry, electrical, painting, mechanical and plumbing maintenance and repairs such as repairing furniture, constructing shelves, installing switches, replacing plugs and other basic appliance repairs, applying paint and other finishes, repairing drywall, disassembling and reassembling equipment, replacing sinks and toilets and applying finishing material such as linoleum.
- Monitors work performed by contractors, prepares estimates of Labor and material costs, contacts external contractors and trades people to obtain quotes and arranges for major repairs and maintenance work.
- Collects and removes garbage and recyclable materials and ensures the safe disposal of hazardous waste.
- HVAC Supervisor is to contribute to the company's success by ensuring that all phases of maintenance and repair operations are done effectively and with minimal hassles.
- Control and followed performance of the sub-contractors with the requirements quality.
- Direction of supervisors E&I (65 people) for the realization of work and the inspections during the various training courses of the project.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Get approved HVAC Shop Drawings, MEP- Coordination Drawings, Work method statement and Project Specification from Project Engineer.
- Ensure the HVAC Ducts, Fittings, accessories and Child water pipes, fittings, accessories are available and approved by Inspection department prior to installation
- Ensure sufficient hand tools, power tools, ladder and scaffolding are available for installation
- Coordinate with other discipline and ensure site clearance is available to start the HVAC activities
- Assist the Commissioning Team in Pre-commissioning & Commissioning stages of all HVAC equipment's.
- Cleans external areas such as entranceways, sidewalks and parking lots using manual and power brooms, rakes, shovels and other equipment to remove dirt, leaves, snow and other refuse. Performs minor gardening and lawn maintenance tasks such as mowing, weeding, pruning and watering.
- Completes and maintains related records such as maintenance logs and security incident reports.
- Transports equipment, furniture and supplies manually and/or using aides such as dollies and carts. Operates a motor vehicle to pick up and move goods and supplies. Arranges furniture for special events. 8. Performs other related duties as required.

HEALTH AND SAFETY

- Maintenance is a high-risk activity with specific hazards and risks and these include working alongside a running process and in close contact with machinery. During normal operation, automation typically diminishes the likelihood of human error that can lead to accidents. In maintenance activities, contrary to normal operation, direct contact between the worker and machine cannot be reduced substantially - maintenance is an activity where workers need to be in close contact with processes. Maintenance often involves unusual work, non-routine tasks and it is often performed in exceptional conditions, such as working in confined spaces. Maintenance operations typically include both disassembly and reassembly, often involving complicated machinery. This can be associated with a greater risk of human error, increasing the accident risk.
- Maintenance workers are more likely than other employees to be exposed to various hazards. Maintenance is a generic term for variety of tasks in very different types of sectors and all kinds of working environments.

ADDITIONAL SAFETY COURSE

- Aspire Middle East Training Institute Safety course IOSH Managing Safely in July 2015 Abu Dhabi
- Aspire Middle East Training Institute Fire Warder Safety Oct 2019 Abu Dhabi
- Aspire Middle East Training Institute Basic First Aid Safety Oct 2019 Abu Dhabi

SOFTWARE SKILLS

- **M.s Office** - (Word, Excel, Outlook, PowerPoint, OneNote, Access)
- **Spreadsheets** – (Excel, Google Sheets, Open Office Calc). Pro tip: List specific skills such as: pivot tables, comparative analyses, link to database, macros, sensitivity tables, vertical lookups.
- **Hardware**, Installation, Trouble Shooting Networking

INTERPERSONAL SKILLS

- Fast learner and Self-motivated.
- Excellent communication skills.
- Strong Logical & Analytical skills.

PERSONAL PROFILE

| | | |
|----------------|---|---|
| Father Name | : | Yusuf Ahmad |
| Date of Birth | : | 05 /03 /1984 |
| Nationality | : | Indian |
| Marital Status | : | Married |
| Address | : | H no, 84 (A) Cores R no, 10 Near Anwar Masjed Jawharnagar Mango Jamshedpur (TATA) Jharkhand Pin no832110. |

PASSPORT DETAILS

| | | |
|----------------|---|------------|
| Passport No | : | S-3654381 |
| Place of issue | : | Abu Dhabi |
| Date of issue | : | 16/03/2018 |
| Date of expiry | : | 15/03/2028 |

DECLARATION

- I hereby certify that the above made statements are true to the best of my knowledge.

Yours truly,