**RESUME**

**NURUL KHAN**

**THE GARDEN,JABEL ALI**

**DUBAI,UNITED ARAB EMIRATES**

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| **POST APPLIED FOR** | **MEP FACILITIES SUPERVISOR** |
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**EDUCATION QUALIFICATION**

* Passed matriculation from **J.A.C board** ranchi in the year 2007

**TECHNICAL QUALIFICATION**

* Completed three year diploma In **mechanical engineering,**from’**‘’** AL KABIR POLYTECHNIC’’during the session from 2007-2010

**PERSONAL DETAIL**

* Name **NURUL KHAN**
* Father name ABUL HASAN
* Date of birth 17/08/1991
* Nationality Indian
* Religion Islam
* Language English,hindi & urdu

**WORKING EXPERIENCE**

* Worked as an **VOLTAS LIMITED**, Jamshedpur as an **“MEP TECHNICIAN”** from 10/08/2012 to 10/11/2013
* Serve as MEP team leader installation and maintenance of air conditioning, heating, ventilation, Electrical and steam distribution equipment in commercial and residential facilities.
* Implementation of PPM as per SLA ensured that we were being carried out accordingly.
* Serve operation of BMS control in cause malfunctioning of BMS HVAC equipment switch on manual setting VFD speed on cooling demand.
* Carried out reactive, corrective and preventive maintenance Air conditioning equipment’s such as dx Split unit, package**, FAHU** and **AHUs**,**FCU**,**CCU**,**VRF**,**VAV**,**CHILLER**,**PRIMERY PUMP**,**SECONDRY PUMP**,**COOLING TOWER**
* Diagnosed and rectified electrical problems.
* Repair and Install **RELAYS**, **SWITCHES, MCB, CB**, **ELCB**.
* Repair and install all kind of **MOTORS**,**ELE POWER CABLE** and **ISOLATOR**.
* Carried out **REACTIVE**,**CORRECTIV**E and **PREVENTIVE MAINTENANCE HVAC** ,**ELE** & **PLU** equipment.
* Repair and install plumbing fixtures like **water tanks**, **water heaters**, **dishwashers**, **washbasin**, **wc seat**, **water mixer tab**, **sinks**, etc.
* Assemble and install **PVC** and **PPR** pipes, fixtures and valve.
* Evaluated job and worked all types of tools and equipment.
* Checked and safely disposed of harmful substances.
* Provided emergency repair and maintenance services to clients
* Worked **TRANSGUARD GROUP LLC**,dubai as an **“MEP SUPERVISOR”** from 11/02/2014 to 14/01/2020
* Site supervision for MEP operation and maintenance.
* Created PPM Plans for all the maintenance contracts and ensured that they were beingcarriedout accordingly.
* Preparing monthly Inventory of maintenance store.
* Check and monitoring the execution of PPM works for MEP equipment such as MDB , SMDB, DBExhaust Fans ,Heat Exchangers, FAHU , AHU, FCU’s, CHW Pumps, Transfer & Booster pumps, Sump ,Sewage Pumps, Clarifiers, Water features , Jacuzzi, sona rooms.
* Monitoring and operating BMS control any malfunction report to contractor for resolve the issue.
* Check of technicians daily maintenance reports, reactive works and completion report.
* Coordinate procurement of equipment, supplies and materials to performrequireddutieseffectively and efficiently.
* Preparing quotations, material requisition and execution for non-contracts works insidetheapartments and office units that are not included in annual Maintenance Contract.
* Coordinate with sub-contractors for site visit and execution of approved works.
* Carried out site inspections for modification of HVAC/MEP installations. Designed the systemasper the client requirements and supervised the modification works.
* Check and signed technicians daily time sheets for weekly submission.
* Organize staff PPM and recitative maintenance as per client requirements.
* Ensuring the building meets health and safety requirements.
* Trouble-shooting problems in all Equipment at Emergency
* PPM &Regular Maintenance of all Equipment by Schedule
* Analyzing manpower and material supplier’s inventory for project.
* Maintain high standard of personnel/workshop/ equipment/machine and tools cleanliness
* Manage all work is completed to company standards and client expectation
* Leading a team of staff responsible.
* Ordered and checked supplies and submitted invoices to the account department
* Worked in **IDAMA FACILITY MANAGEMENT,Dubai,as an '’MEP SUPERVISOR’’From 20/12/2020 to 26-08-2021**
* Prepare snag report for move out tenants
* Check and prepare inventory report for move out tenants.
* Complete all maintenance work before handover apartment.
* Compile a report for maintenance work for in house team
* Coordinate the access of main contractors to carry out outstanding works and snag works within the handed over venue.
* Carried out detailed snagging of assets and ensured installations have been carried out according to design.
* Coordinate the rectification works and ensure these have been recorded to a central file during the defects liability period (DLP);
* Monitor MEP system performance post-handover, and assist with reporting faults and rectification of faults.
* Assist the Facilities Manager to monitor service standards in Front of House and Back of House areas throughout the event.
* Ensure Reactive and Planned Preventative Maintenance is carried out as per the schedule and agreed Service Level during the Pre-Event and Event phases.
* Liaise with the FM Helpdesk and CAFM Coordinator to ensure all Maintenance activities are recorded within the CAFM System.
* Liaise with building contractors to follow through on approved work and ensure work is closed out.
* Worked in **ETISALAT DATA CENTRE,Dubai,as an '’FACILITIES SUPERVISOR’’From 06/10/2020 to 07/01/2023**
* Created PPM Plans for all the maintenance contracts and ensured that they were being carried out accordingly. Preparing monthly Inventory of maintenance store.
* Check and monitoring the execution of PPM works for MEP equipment such as **MDB , SMDB, DB,UPS,Exhaust Fans ,CHILLER,FAHU , AHU, FCU’s, CHW Pumps, Transfer** & **Booster pumps, Sump ,Sewage Pumps.**
* Monitoring and operating BMS control any malfunction report to contractor for resolve the issue.
* Check of technicians daily maintenance reports, reactive works and completion report.
* Coordinate procurement of equipment, supplies and materials to perform required duties effectively and efficiently.
* Preparing quotations, material requisition and execution for non-contracts works inside the apartments and office units that are not included in annual Maintenance Contract.
* Coordinate with sub-contractors for site visit and execution of approved works.
* Carries out day-to-day activities related to the Operation and Maintenance of Air-conditioning and Mechanical Systems in Data Center Building such as **Chillers, Pumps,FCU, AHU/FAHU, CCUs, TST TANK, Water mist fire Suppression System** etc.
* Attends & performs the complex/non-routine maintenance functions of Air-conditioning and Mechanical Systems such as attend call-out duties and corrective works to ensure effective operation of Data center.
* Organizes and controls the preventive maintenance activities related to

the various Air-conditioning and Mechanical Systems working in the Data Center as per schedule.

* Carry-out periodic inspections of all Mechanical appliances and equipment and systems as per schedule.
* Organizes the collection & submission of operational documentation, work orders, service schedules, movement of fixed assets, inventory & local purchase requests in order to provide required Management information.
* Ensures that sufficient spares are maintained and report for reordering.
* Ensures in updating all technical/maintenance logs, databases, records & archives.
* Keeps abreast of new developments in field of specialization
* Provides inputs in the preparation of departmental budgets
* Regular verification and inventory of Fixed Assets
* Performs other related duties as required

**PASSPORT DETAIL**

* *Passport no.* ***S-6673239***
* *Date of issue 23/07/2018*
* *Date of expiry 22/07/2028*
* *Issuing place* ***DUBAI***

***SAFETY AWARENESS***

* safe working procedure and ensure safety of self and people working under Maintain power safety and environment at the work place
* Should know understand the quality policy ,environment policy,safety policy & the department of the company**.**
* Knowledge of tools, equipment and materials common to the plumbing trade, skills in the installation, repair & maintenance of all types of plumbing work.

***DECLARATION***

I hereby declare that all the information is true and belief to best of my knowledge. I hope you will consider my CV and my ability .

*Thanking you , your’s faithfully*

*Date:-*

*Place:-* ***(NURUL KHAN)***