

## S.NIJAM

Mob. No : +91 99941 99628,  
Email ID : [snijam1988@gmail.com](mailto:snijam1988@gmail.com),

### Career objective:

Looking forward to build a career in an organization where I could leverage my abilities, interest and knowledge into meaningful contribution for the accomplishment of organizational and personal goals.

### Technical Qualification:

- **(D.M.E)** – Diploma in Mechanical Engineering –DOTE-Tamilnadu (Year- 2009-2012).

### Duties and Responsibility:

**1.Company : Susee Hyundai**

Designation : Service Advisor

Duration : July 2020 to till date

#### Service Advisor

Interact with customers to know the nature of their automotive problems.

Test drive vehicles with customers to understand the problems in vehicles.

Prepare a list of problems, the estimates and the time taken to complete the repairs.

Secure agreement from customers while taking over their vehicles for repairs.

Advise customers on taking care of their vehicles totally trouble-free at zero-maintenance costs.

Provide customers the maintenance menu, tips and techniques on maintaining their vehicles.

In case of additional repairs inform the customers promptly.

Deliver repaired vehicles to customers on time.

Adhere to company safety standards, policies and procedures

## **2.Company : AKINS Electro Mechanical LLC in Dubai**

Designation : Mechanical Foreman

Duration : Jan 2019 to June 2019

### **Mechanical Foreman**

- Plans, assigns, schedules and Supervise the work of skilled and unskilled workers in maintain and repairing of Air conditioning, related mechanical systems and equipments.
- Ensure that all work orders were completed effectively and with in an appropriate time frame.
- Co ordinated work team activities with other team leaders and management personnel as necessary to complete. ,
- Coordinated and conducted employee training and coached new employees.
- Supervised and followed up on daily goals and tasks of employees.
- Responsible for distributing daily service calls to service techs, and making sure their work is being performed in a timely manner.
- Submitted weekly time sheets for employees.
- Prepares work reports; maintains stock of replacement and repair parts, material, and supplies; prepares requisitions for supplies, parts, and equipment.
- Establishes and enforce safety regulations, work performance standards, rules and working conditions.

## **3.Company : POTHYS SHOPPING MALL in India**

Designation : Chiller Operator

Duration : July 2016 to Feb 2018

### **Chiller Operator**

- Operates and maintains three chiller plants.
- Maintenance and repairs of all AHU units, pumps, fans and cooling towers.
- Cleaning of Air Filters in all AIR HANDLING UNITS day by day.
- Servicing and maintenance of cooling tower twice in a week.
- Servicing and maintenance of AHU coils twice in a month.
- Performs daily inspections of chiller plant systems and effectively documents all discrepancies.
- Provided service and preventive maintenance for commercial.
- Mounted and replaced cooling units and exhaust equipment.

#### **4.Company : SATCO in KSA**

Designation :HVAC Technician

Duration : Mar 2013 to Mar 2016

#### **HVAC Technician**

- Performs all the duties of an HVAC SYSTEMS. .
- Responsible for maintaining records of work done, time records.
- Update the work order log book and inform the Engineering control desk on the status of work done..
- Coordinates with service representative and others as necessary to accomplish installations or repairs.
- Plans, recommends, and carries out an approved program on scheduled maintenance.
- Perform preventive maintenance for all HVAC units and refrigerators.
- Maintain maintenance inventory and requisition parts and supplies as needed.

- Perform other reasonable job duties as requested.

### Computer Skills:

- MS Office
- Internet

### Personal Strength:

- Good Listener, Very Co-operative, Quick learner and Hardworking
- Self-Motivated, Enthusiastic have direction plan and control to meet challenges.
- Flexible, energetic, patient and able to work in a multi-cultural Environment

### Personal Profile:

Father Name	:	Mr. Syed Mohamed
Date of Birth	:	02.12.1988
Nationality	:	Indian
Religion	:	Muslim
Marital Status	:	Married
Language Known	:	Tamil, English, Malayalam
Passport No	:	<b>S 6954342</b>
Place of Issue	:	Madurai-india
Date of Issue	:	03-10-2018
Date of Expiry	:	02-10-2028

### Declaration:

I hereby declare that all the details given above are true to the best of my knowledge and belief. If given me opportunity to serve in your reputed firm, I will serve with best of my skills and ability.

( Signature )

S. Nijam