

CURRICULUM VITAE



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OPERATIONS MANAGER – HVAC, MEP & Property Maintenance.

PROFESSIONAL SUMMARY

Professional HVAC & MEP Maintenance Manager having more than 10 years of experience in The Middle East region and around 15 years of experience in India, serving in **NOTICE PERIOD** can join immediately.

SUMMARY OF EXPERIENCE. (Service, Maintenance & Installation of HVAC & MEP Equipment)

- Extensive experience in HVAC, MEP Maintenance in High rise towers, Luxury Malls, Palaces, Commercial & Residential establishments, Office towers etc.
- Experienced in maintenance of Chillers, AHUs, FCUs, Chilled water pumps and all HVAC related equipment, well versed in VRF/VRV systems.
- Experienced in all Electrical equipment, Sub-station maintenance, HV, LV cable replacement works, transformer maintenance, SMDBs, DBs and all switch gear maintenance through sub -contractors.
- Maintenance of Firefighting & Fire Detection systems through specialized sub-contractors. Monitoring and servicing of Fire pumps, Valves, Smoke/Heat Detectors, Fire Alarm panels, ZCVs, Gas panels, Sounders etc. Weekly, monthly, Quarterly and mock up drill management.
- Maintenance and servicing of Diesel Generators, Wind turbines, Medium & High intensity Air craft warning lights, Lighting control systems, Emergency lighting control systems, Car park management systems, Building Maintenance Units, Elevators and Automatic doors through specialized sub-contractors.
- Hands on experience in handling several teams of Maintenance/Service, Project teams comprising of Engineers, Supervisors, Technical fronts and supporting staff.
- Performance Monthly Matrix evaluation, PPM Matrix submittals, Vacant floor inspection reports, Plant Room inspection report submittals and Sub-contractors' performance evaluation reports.

- Budgeting for upcoming year with net and gross revenue margin, overviewing and discussing on previous years' turnovers and Gross & Net profit margins.
- Evaluation of Annual Budget by coordinating with Service, Projects teams, Accounts and Finance department by analyzing previous year's data and upcoming year's projected procurement & maintenance expenditures, CAPEX/OPEX and Other expenses such as Rent, Insurance, Salary, Perks and Benefits.
- New Recruitments, Appraisal costings, Training & Product up gradation, Tools, Machineries replacement/purchase cost etc.
- AR Aging (Accounts receivable) Reports preparation, formulating policies to collect outstanding/long outstanding payment, categorizing customers in terms of their payment realization against our services.
- Monitoring & upgrading the level of satisfaction of our customers against the quality of our services rendered by our team.

SKILL SETS:

- ❖ Strong leadership skills.
- ❖ Interpersonal skills, initiative, analytical thinking, decision-making and leadership abilities.
- ❖ Perfect command of spoken and written English.
- ❖ Good knowledge of performance based contracts – SLA and KPI regimes.

EXPERIENCE SUMMARY SEGMENT WISE.

S N	DESCRIPTION	COMPANIES SERVED
1	<p>a) Maintenance of all District cooling low side equipment, Chillers & all HVAC systems, MEP equipment.</p> <p>b) Maintenance and servicing of Diesel Generators, Wind turbines.</p> <p>C) Maintenance of Medium & High intensity Air craft warning lights, Lighting control systems, Emergency lighting control systems, Car park management systems, Building Maintenance Units, Elevators and Automatic doors.</p>	Bahrain World Trade Center, Moda Mall 1, Moda Mall 2 & Sheraton hotel premises on behalf of BEMCO, Bahrain working at Present.
2	Maintenance & Installation Projects of Chillers, Packaged ACs, VRF units, Chilled water piping, Chilled water valves and Ducting works.	Almoayyed Air Conditioning, Bahrain.
3	Installation & Maintenance Projects of VRF units, Chillers, Cold storages, Packaged & Ducted AC units, Residential & Commercial AC units.	Thermo Engineering, India
4	HVAC Projects execution.	Volta Limited, India.
5	HVAC, MEP Maintenance business.	Al Shirawi, Dubai.
6	Sales Installation & Maintenance Projects of Window, Split, Packaged & Ducted AC units, Residential & Commercial AC units.	Comfort Cooling Systems, India.
7	HVAC Maintenance.	National Guard, KSA.

SUMMARY OF HVAC & MEP JOBS HANDLED.

1. CHILLERS AND ASSOCIATED EQUIPMENT -

Revamp & Maintenance projects of Chillers, Chilled water pumps, Chilled water piping, Ducting, Ducted & Packaged AC units, VRF AC systems and all associated low side equipment at various sites including Ministries, Palaces, Malls and Commercial towers in the UAE, Bahrain, India and Seychelles islands.

2. DISTRICT COOLING AHUs & CHILLED WATER AHUs -

District cooling AHUs and FCUs installation and maintenance at various sites in the Kingdom of Bahrain, Chilled water AHUs & FCUs installation & maintenance in India, Saudi Arabia, UAE and in Seychelles.

3. OTHER INSTALLED SERVICES & MAINTENANCE -

Electrical, Firefighting, Fire Alarm, Electrical revamp works, BMS revamp works, Chilled water valves revamp works, Kitchen extract, Ducting and Plumbing works.

SKILL SETS IN HVAC & MEP SERVICE BUSINESS:

- Well versed in leading and running Service, Maintenance, Revamp & Refurbishment work of HVAC, Electrical, Firefighting, Fire Alarm, Plumbing and specialized service equipment.
- Leadership in Service-Maintenance and Retro fitting Projects of all MEP installations including all HVAC equipment, Electrical systems, Firefighting, Plumbing installations, CCTV, Fire Alarm, IBMS, Gate Barrier, Window cleaning, Security man power, Cleaning etc.
- Leadership skills in driving Electrical, Plumbing & Firefighting teams simultaneously for new and retro fit projects.
- Monitor the performance of employees through direct reports. Prepare, gain acceptance and monitor the implementation of the annual budget to ensure targets are met, that revenue flows are maximized and that fixed costs are minimized. Division's annual budgeting, preparation of division's profit margin against estimated and actual costing & carryovers, CAPEX & OPEX costing, Internal & ISO Auditing.
- Preparation of Job cost estimation, tendering submittals, interaction with Clients and consultants, negotiation skills to get jobs awarded.
- Conducting review meeting with sub ordinates & reporting to superiors regarding outstanding payment - difficulties, means & ways to get released long & short outstanding payment.
- **HEALTH, SAFETY AND ENVIRONMENT**
 - Ensuring team operates with high standards of integrity.
 - Making safety a priority.
 - Coaching others to become aware of and follow company policies, practices, and procedures.
 - Taking action to stay abreast of company policies, procedures and practices.
 - Pro-actively identifying unhealthy and unsafe practices in the workplace and applies strategies to eliminate these issues.

ACADEMIC QUALIFICATIONS:

- **B.Tech in Mechanical Engineering:** 2008 – 2011
'B Grade' from Rajasthan Vidyapeeth University.
- **Diploma in Mechanical Engineering,** 1987 – 1990: with 65% from Nachimuthu Polytechnic College (Affiliated to DOTE, Govt. of Tamilnadu state), Coimbatore, Tamil Nadu, India.
- **S.S.L.C,** 1986-87: With 79% from SRIMHS SCHOOL, Pollachi, Tamil Nadu, India.

TECHNOLOGY SKILLS:

- **CERTIFICATES & MEMBERSHIPS :**
 - Cooling Load Estimation from Dubai Institute of Business Management.
 - Customer Service from Dubai Institute of Business Management.
 - ISHRAE Member.

Desktop Applications: MS Office, MS Projects and **AUTOCAD**.

EXPERIENCE SUMMARY : **COMPANIES SERVED:**

1. BEMCO (HVAC, MEP MAJOR CONTRACTING CO. IN BAHRAIN - FROM FEB 20120 TO TILL DATE.

I have been working here as Service Manager for all HVAC, MEP Service operations in High rise towers, Malls and Commercial establishments in Bahrain.

- Lead role in **Bahrain world trade center (BWTC) & Moda malls** as Maintenance Manager – MEP services by taking care of maintenance of all HVAC & MEP equipment.
- Handling a team of 33 no. crew including MEP coordinator, Office administrator, Mechanical & Electrical Superintendent, Mechanical & Electrical Supervisors and technicians.
- Monitoring of the works assigned and carried out by our Specialized Sub-Contractors on account of monthly, quarterly, half yearly and yearly Services, Reactive and Preventive maintenance as per the contractual agreement.
- Inspecting and supervising day to day activities of PPM schedules that have been carried out on HVAC, Electrical, Plumbing, Drainage, Firefighting, Fire Alarm, Elevators, Automatic doors, Diesel Generators type of major installations and all other minor installations.
- Monitoring whether the emergency calls and less priority calls are attended and completed as per contractual obligations & terms. Updating the information escalation and documentation procedures to higher authorities and property management.

- Generating Performance Management Matrix on behalf of the works carried out by the Main contractor and all specialized sub-contractors in order to analyze the efficiency in trouble shooting / fall outs in the executed maintenance activities in terms of emergency calls attended & completed time schedules, procurement & delivery of spares, skill sets in problem finding, completion of the repairs, repeated complaints, time evaluation, customer satisfaction etc.
- Attending monthly review meeting with property management and clients to submit budget proposals for service enhancement, previous month's reports, property updating, tenant issues, service issues, and maintenance revenues and sub-contractors management.
- Replacement and Refurbishment works of HVAC equipment, Electrical equipment and all services based on the expansion or ageing of equipment and services.
- Performance Matrix evaluation, Energy auditing workouts, migration of LED lightings and similar workouts for energy conservation.
- Monitoring of Reactive maintenance, Trouble shooting activities as per schedule and non-scheduled emergency works.
- Preparation of Annual Preventive maintenance plans, Asset amendments, Annual Budgeting, Capital Replacement of equipment reports. Capital & Operational Expenditures Reports.
- Training and upgradation sessions for technical crew and staffs. Internal and External audit reports, HSE, Incident Reports.

2. ALMOAYYED AIR CONDITIONING, BAHRAIN - FROM JULY 2017 TO JULY 2019.

I worked here as Divisional Manager for all HVAC, MEP & FM operations.

- Heading the division to make profit center in Sales, Service Sales & Maintenance businesses, Retro fitting & new installation businesses as core in Chillers, DX units, VRF units, Electrical installations, Plumbing & Firefighting installations, Fire alarm & BMS through sub-contractors.
- Submittal of tenders & quotes by estimating and preparing JCE, negotiation meetings with clients and execution of contracts.
- After Sales, Warranty, Maintenance works/PPM/Break down maintenance are carried out in High rise towers, Malls, Government offices, Palaces, Hotels & Commercial establishments in terms of maintaining Chillers, all
- Chilled water equipment, Electrical & Plumbing installation as per the contracts by dedicated teams under experienced Engineers & Supervisors.
- We have dedicated call centers for different maintenance projects one of which handles the complaint management from more than 350 no. of Villas' MEP related day to day complaints, Replacement of MEP & HVAC equipment etc.
- Handling several teams of Assistant Managers, Senior Engineers and Engineers & Supervisors along with a total number of 450 technicians from Air conditioning side.

FEW OF THE SITES FOR REFERENCE: SALES & INSTALLATION PROJECTS

1. **Crowne Plaza** – Refurbishment of CHW pumps, FCUs, CHW piping, firefighting sprinkler piping, Firefighting pumps & tank installation, Fresh Air Handling units, Duct & Exhaust systems etc.
2. **City Center** – Refurbishment of Motorized Butterfly valves, PICBV Valves in order to attain designed chilled water flows in some of the low flow areas by coordinating with BMS team.
3. **NBB** – Replacement of chillers, Chilled water piping, Electrical works, CCTV units replacement etc.
4. **Seef Mall** – Installation of Packaged ACs along with Firefighting, Fire alarm and plumbing works.
5. **Gulf hotel** – Replacement of Chilled water AHUs, FCUs, Ducting works, CHW piping, Firefighting etc.
6. **Lulu commercial center** – Installation of new VRF system in Manama.
4. **Muharraq house** – Installation of Ducted and floor standing AC units, Electrical, Firefighting and Plumbing works.
5. **Salwa compound** – Installation of Ducted and Split AC units along with FAHUs.
6. **Alba** – Various new installations such as new Chillers, CHW piping, Floor standing units, Ducted & Packaged AC units time to time. Electrical cabling works, Distribution boards/SMDB installations.
7. **Bana gas** – Refurbishment of various Packaged AC units.
8. **Substation works** – Substation works on behalf of Electricity board in various locations in Bahrain.
9. **Various Ministerial buildings** – Installation of Chillers and associated units in various ministries like Ministry of Interiors, Ministry of Justice, Ministry of Environment, Supreme council etc.

SOME OF THE SITES FOR REFERENCE: MAINTENANCE SITES

- Maintenance of Chillers, Ducted & Packaged AC units, VRF units, Water tank chillers, Split & Window AC unit. Maintenance of Electrical installations, Plumbing, Fire alarm, Firefighting, CCTV, Security, Cleaning, Landscaping,

1. **ALBA (Aluminium Bahrian)** - HVAC, Electrical, Plumbing, Firefighting Projects & Maintenance.
2. **BIC (Bahrain Intl. circuit** - HVAC, Electrical, Plumbing, Firefighting Projects & Maintenance
3. **SULB** - HVAC Maintenance.
4. **YK Tower** - HVAC, Electrical, Plumbing, Firefighting Maintenance
5. **MOW HO building** - HVAC, Electrical, Plumbing, Firefighting Maintenance.
6. **Millennium Tower** - HVAC, Electrical, Plumbing, Firefighting

7. Al Jazeer Tower	-	HVAC, Electrical, Plumbing, Firefighting Projects & Maintenance.
8. IKEA Mall	-	HVAC, MEP Maintenance.
9. ALBA (Aluminium Bahrian)	-	HVAC, Electrical, Plumbing, Firefighting Projects & Maintenance.
10. BIC (Bahrain Intl. circuit	-	HVAC, Electrical, Plumbing, Firefighting Projects & Maintenance.
11. SULB	-	HVAC Maintenance.
12. YK Tower	-	HVAC, Electrical, Plumbing, Firefighting Maintenance
13. MOW HO building	-	HVAC, Electrical, Plumbing, Firefighting Maintenance.
14. Millennium Tower	-	HVAC, Electrical, Plumbing, Firefighting Maintenance.
15. Al Jazeera Tower	-	HVAC, Electrical, Plumbing, Firefighting Projects.

1. THERMO ENGINEERING, COIMBATORE. April 2011 to June 2017.

- Worked here as Senior Manager – HVAC operations in this company which has a multi facet in HVAC field with Sales, Marketing, Service and Maintenance of various HVAC majors in our region.
- HVAC SERVICE AND MAINTENANCE:** Annual Maintenance contracts, Break down maintenance, Revamp and Refurbishment jobs etc. of Chillers, Ducted/Packaged ACs, VRF/VRV units, Cold storages etc.
- VRF/VRV Projects. Designing and Drafting VRF/VRV Pipe routing, Execution and TAB.

SOME OF THE JOBS EXECUTED:

- **VMS Hospitals, Chennai**– Sales and Installation of VRF project and maintenance in all the 4 floors including MRI, CT, X Ray rooms, Major and Minor Operation theatres designing, execution. Worth Rs. 1.75 crores
- **CCS Project, Sirkazhi**– Sales & Installation of VRF & Ducted AC units for a Convention center and Resort projects/warranty maintenance including Ducted ACs and VRF units. Worth Rs. 1.5 crores.
- **Vivanta by Taj, Coimbatore/Trivandrum** – Sales & Installation of Ducting & piping works.
- **Zimson Rolex showroom, Coimbatore**– Sales, Installation and Maintenance of Ducted ACs and VRF units.
- **Vasan Eye care, various locations** – Sales & Installation of Ducted ACs.
- **Suguna Group of Industries** – Sales, Installation & maintenance of Split ACs 200 no.
- **Globus Realtors**– Sales, Installation & Maintenance of General VRF units and General Split ACs.
- **Various Banks**– Sales, Installation and maintenance of Split, Cassette ACs.

2. ETA M&E – ABU DHABI- JANUARY 2009 TO APRIL 2011.

I worked here in a lead role as Assistant Manager for **Facility Management Division of Emirates Technical Associates (E.T.A)**, Abu Dhabi from January 2009 to April 2011.

Roles served	: Senior Engineer to Assistant Manager.
Reporting to	: Divisional Manager & Director.
Subordinate strength	: Engineers - 5 no. Supervisors – 12 no. Technicians – 250 no.
Annual Turnover	: AED 30 – 50 million in AMC. MEP Projects, Retrofitting & TAB turnover undisclosed.
Areas covered & Teams Driven	: Service & Projects Sales, Planning, Tendering, Estimation, Clients meeting & negotiation, Execution of Maintenance AMC & Projects.

3. VOLTAS LIMITED – PUNE, INDIA: 2007 – 2008

• Worked as HVAC Project Manager in Pune, India, executed HVAC high side and low side equipment installation in several industrial projects .	
• Reporting to	: Branch Manager & Regional Manager.
• Subordinate strength	: Engineers - 2 no. Supervisors – 6 no. Technicians& Contract workers – 90 no.
• Annual Turnover	: INR. 8 – 12 Crores in HVAC Projects,
• Areas covered & Teams Driven	: Installation of all HVAC High side 7 Low side systems comprising of Chillers, AHUs, FCUs, Chilled water piping, Ducting, Electrical cabling, Ventilation systems etc. till commissioning and Handing over the entire systems successfully. Commercial Dept. until clearing of all Periodical payment as per agreement, Internal/ISO Auditing, Human Resource, Welfare, Training etc.

4. AL SHIRAWI ELECTRICAL & MECHANICAL ENGG. CO. LLC, DUBAI: 2006 – 2007

Worked in Al Shirawi Electrical & Mechanical Engineering L.L.C, Dubai as Facility Engineer for HVAC Maintenance & Facility Management.

• Reporting to	: Branch Manager & General Manager.
• Subordinate strength	: Supervisors – 4 no. Technicians – 45 to 65 no.
• Areas covered & Teams Driven	: Service & Maintenance of HVAC and all MEP installations in high rise buildings, Commercial and Residential establishments in Dubai.
• Reference of some Projects	: Dubai Media city, Dubai Internet city, Al Thuraya tower, Al Ghadeer tower, Al Durrah tower, Emirater tower some floors, Al Mawakeb school, Emirates/Dubai Printing Press etc.

5. Comfort Cooling Systems, Coimbatore, India: Feb 1998 – May 2006

Worked in this Blue star HVAC Dealer point as HVAC Operations Manager for Commercial and Residential Air conditioning Sales, Projects and Maintenance.

- Subordinate strength : Supervisors – 2 no. Technicians – 20 no.
- Areas covered & Teams Driven : Sales Support, Service & Maintenance of Ducted, Packaged & Room Air conditioners, AMCs of Chillers from Hospitality sectors.

6. Toledo Trading & Contracting Co. Jeddah, Saudi Arabia: Nov.1994 – Jan.1998

Worked here at National Guard, Head post office sites as Maintenance Engineer for all Residential and commercial AC systems, Kitchen Freezers etc.

PERSONAL INFORMATION:

- Father's Name : C. Mohamed Ismail
- Date of Birth : 20/07/1972
- Gender : Male
- Marital Status : Married
- Religion : Islam
- Nationality : Indian
- Height : 163 cm
- Weight : 64 Kgs.
- Passport no : N7736815
- Valid up to : 11.04.2026
- Driving License : Bahrain license
- Languages known : English, Tamil, Hindi, & Malayalam.
- **Notice Period** : **Serving in Notice Period, Ready to join immediately.**

Permanent Address:

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Coimbatore – 641 001, Tamil Nadu, India.

(M. Mohamed Jaffer Shadique)