

Ansari Sohail Ahmed

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Summary

Working Since 2.5 Years to secure a challenging position in a reputable organization to expand my learning, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Skill Highlights

- Good Communication
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

Experience

1. Company: - Acme Refrigeration Company

Designation:- HVAC Coordinator

Date of joining:-

From:- 22/07/2019 To Till Date

Location:- Kurla Pheonix Mall

Responsibilities:-

- Schedule & create work orders for preventative maintenance.
- Schedule & create work orders for service repairs & replacements.
- Dispatch technicians to emergency service calls.
- Procure parts for scheduled repairs.
- Provide estimated costs for repairs when requested by the customer.

2. Company:- Adani Electricity Mumbai Limited.

Date of joining:- 01.03.2019 To 24.05.2019 (3 Months)

Location:- Navi Mumbai

Responsibilities:-

- Answer incoming calls and respond to customer's emails.
- Identify and escalate issues to supervisors
- Research, identify, and resolve customer complaints using applicable software
- Process orders, forms, and application
- Route calls to appropriate resources
- Document all call information according to standard operating procedures
- Recognize, document, and alert the management team of trends in customer call.

3. Company:- Pioneer Organization

Title:- Sales Executive

Date of joining:- 01.04.2018 To 15.07.2018 (4 Months)

Location:- Andheri Sakinaka

Responsibilities:-

- Builds business by identifying and selling prospects; maintaining relationships with clients.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.

4. Company: - Superklean Environment Engineers Pvt. Ltd

Title: - Junior Engineer

Duration: - 01.04.17 To 15.03.18 (1 Year)

Responsibilities:-

- A junior engineer Works under the direct command and management of an engineer.
- Responsible for scheduled Inspection and make sure about the proper functioning of Instruments and with their calibrated certificates.
- Responsible for distinguishing concerns, Identifying them and attaining solutions to these concerns.
- Meeting with architects, designers, and engineers to discuss design Ideas.
- Developing product designs from scratch.
- Presenting rough design drafts for client approval.

Education

Diploma In Mechanical Engineering – 2017 With First Grade

Mumbai University, IN

Languages

- | | |
|--------------------------------|------------------------------|
| ● English – Read, Write, Speak | ● Hindi - Read, Write, Speak |
| ● Urdu – Read, Write, Speak | ● Arabic – Read |

Certifications

AutoCAD Design (Certificate):- **May 2016 With Six Months Experience.**

HVAC Design & Drafting (Certificate):- **October 2018 With Project.**