

## AZEEZ SULAIMAN

Contact : 32149705 | azeework.me@gmail.com



### CAREER OBJECTIVE

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To work for a progressive organization in a highly motivating and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest to achieve the organization's goal while achieving my personal goals.

### EDUCATION

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- **Anna university, Chennai, Tamilnadu, India.**  
B E/B.Tech in Mechanical Engineering

### EXPERIENCE

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- **AUTOTECH INDUSTRIES INDIA PVT.LTD., INDIA (MAY 2018 – NOV.2019)**

#### MAINTENANCE SUPERVISOR

- Develop positional rotation to support continuous improvement and operator development
  - Improvements- Responsible for continuous improvement for customer concerns, on time delivery through schedule attainment, quality, scrap reduction, safety and moral. Leads teams through problem solving process, documents issues and identifies solutions that prevent recurrence. Develops job breakdown and standardized work processes with team, Performs time studies of operation while developing and performing with the team work sequence, standardized work and takt time charting
  - Act as liaison between 3rd party production companies and all internal departments (i.e. Business & Legal, Standards & Practices, Rights & Clearances, On-Air Design, Promos, Network, etc.)
  - Performance management
  - Communication- Effectively communicates performance in all aspects of the business including, but not limited to Policy, Safety, Quality, Delivery, Productivity during pre-shift meetings and team meetings
  - To ensure accurate manufacturing of direct mail as specified by work orders. To ensure that all mailings are in accordance with postal regulations. To manage relationship with the Post Office and respond to postal inquiries
  - Work with General Manager and Program Managers to ensure proper resources exist to support the current programs.
- **ALZEMMAH CAR RESTORATION, ARAD BAHRAIN ( DEC 2019 – AT PRESENT )**

#### MAINTENANCE ENGINEER

- Mentored and guided employees ensuring all were trained in product knowledge and capable of performing assigned duties.
- Provided exceptional customer services with greeting and acknowledging all customers in a friendly, professional manner.
- Demonstrated knowledge of company's mission, purpose, goals, and the ability to help employees successfully achieve them.
- Assumed the criteria and responsibility of a team leader by creating more production in the department to grow and exceed all sales, plans, and goals.
- Adhered to rigorous standards for customer service, merchandising, operational safety and the store security policies and guidelines.

## PROFESSIONAL EXPERIENCE

### Engineering

- Able to adapt computer program solutions to improve efficiency and effectiveness, organizing records, and compiling reports.
- Experience of using Computer Aided Design Systems
- Have previously worked with senior Engineers
- Experience of designing cost-effective and practical mechanical equipment modifications to help improve safety and reliability.
- Able to adhere to engineering principles and techniques.
- Knowledge of considering time constraints like safety, cost and environmental issues.
- Ability to evaluate and test theoretical designs.
- Experience of working with minimal supervision or as part of a small team in analyzing mechanical failures.
- Knowledge of designing and maintaining new databases.

## JOB RESPONSIBILITIES

- Will be responsible in coordinating the needs of “Project” between customer and the company.
- Conduct the site survey with sales team.
- Obtain the measurement of design of Signage etc based on client’s requirements.
- Keep the Follow up with all departments to complete the project.
- Coordinate with the client for payment.
- Supervise everything and train to the executives as per the project requirement.
- Maintains system and product data base by writing computer programs and entering data.
- Completes projects by training and guiding technicians.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

## TECHNICAL SKILLS

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- AUTOCAD,SOLID WORKS
- HVAC,MEP
- DCA,MS-OFFICE

## INDUSTRIAL EXPOSURE

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- Designed a Kart for ECO-KART 2K17 at BML MUNJAL UNIVERSITY at HARYANA,INDIA.
- Attended Aero-Modelling work shop organized by society of automation and robotics at COIMBATORE,INDIA.
- UNDERGONE A PROJECT: HEAT EXCHANGER (Final year project)
  - A Heat Exchanger is a device designed to efficiently transfer or "exchange" Heat from one matter to another.when a fluid is used to transfer heat,the fluid could be a liquid,such a water or oil or could be moving air. **Duration:3 Months**

## ACTIVITIES

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- Analyze problems to see how mechanical and thermal devices might help solve a particular problem.
- Design or redesign mechanical and thermal devices or subsystems, using analysis and computer-aided design.
- Investigate equipment failures or difficulties to diagnose faulty operation and to recommend remedies.
- Anything in general pertaining to Engineering, Science and Technology

- Scan all curious & engaging applications of concepts that can be covered by the curricula
- Working principle or mechanism of interesting concepts like turbochargers, digital compressors, DTSi, missiles, etc.,
- News/updates on latest development in the field

## **STUDENT VOULENTEER**

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- Active Student volunteer in PANDORA - College cultural held during 2015 at PARK COLLEGE OF TECHNOLOGY.
- Student volunteer for SWACHH BHARAT - COIMBATORE, INDIA held during 2014
- Student volunteer for ASPIRANZ Symposium at 2017 at PARK COLLEGE OF TECHNOLOGY, COIMBATORE, INDIA.

## **PERSONAL STRENGTHS**

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- Technical and maintenance documents drafting
- Excellent Communication Skills
- Thermal System

## **INTERESTS**

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- System Administration
- Maintenance
- Designing
- Team management

## **PERSONAL PROFILE**

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- Date of Birth : 01/04/1997
- Marital Status : Single
- Nationality : INDIAN
- Known Languages : English, Hindi, Tamil
- Passport : S1998437
- License : Valid Indian License
- Location : Budaiya, Bahrain
- Blood group : B+ve
- Contact No. : 32149705

