



Personal Info

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ID Number
28635629824
Nationality
indian
Driving License
YES
Date of birth
13/12/1986

Skills

- Safety
- Leadership
- Supervising
- Troubleshooting
- Creativity
- Electrical maintenance
- Teamwork
- Problem-solving
- Repairing
- Time management
- Interpersonal skills
- Communication
- Scheduling

Mohammad Adnan

Maintenance Supervisor



Summary

Maintenance Supervisor with strong technical abilities and excellent interpersonal skills. Skilled at managing maintenance staff and providing support to other departments. Proactive Maintenance Supervisor with 23+ years of experience managing maintenance operations. The ability to use data-driven strategies to reduce costs and increase efficiency. Demonstrated expertise in managing personnel and budget to meet operational objectives.



Work Experience

Maintenance Supervisor , Paris Gallery Doha, Qatar

October 2011 - Present

- Supervised a team of 10 maintenance technicians in the daily operation, maintenance, and repair of production equipment.
- Arrange the contractor to install the new counters.
- Established maintenance budgets, purchased needed materials and equipment, and enforced safety regulations.
- Evaluate the performance of maintenance personnel to ensure quality service.
- Troubleshoot and repaired electrical, mechanical, and hydraulic systems.
- Used root cause analysis to determine the source of system problems and implemented corrective action.
- Investigated and implemented new technologies to improve the maintenance process.
- Manage the storage and organization of spare parts to ensure easy access when needed.
- Developed a successful training program for new maintenance technicians.
- Maintain an inventory of tools, equipment, and spare parts needed for maintenance.

Adaptability

Problem solving

Project Management

Customer Service

Process Improvement

Vendor Management

Microsoft Office

Risk Management

Root Cause Analysis

Languages

English

Hindi

Urdu

Marathi

Arabic

- Optimized uptime of production equipment by performing scheduled maintenance and repairs.
- Collaborated with production, engineering, and other departments to achieve operational goals and objectives.
- Developed and implemented preventative maintenance and repair procedures to ensure equipment reliability and availability.

AC Technician Supervisor , ASP Enterprises Pune , India

February 2009 - August 2011

- Developed and implemented preventative maintenance programs for systems.
- Performed regular inspections of equipment to identify potential areas of improvement.
- Maintained detailed records of repairs, installations, and maintenance performed.
- Developed strong customer relations by providing timely and accurate information and solutions to customer inquiries.
- Utilized inventory management systems to track and restock supplies.
- Participated in research projects to develop evidence-based protocols for clients.
- Reviewed and monitored billing activities to ensure accuracy and timeliness.

Senior AC Technician , T.A.S Enterprises India PVT LTD , Pune

January 2008 - January 2009

- Handling the overall maintenance and repair services promptly, and with complete efficiency.
- Customer and Client are strictly satisfied with the ongoing or applicable policies, maintaining the standard of the services, and looking after the necessary safety procedures of instruments.
- Scheduled customer appointments and managed customer databases.
- Prepared detailed reports to track customer service metrics and identify areas of improvement.
- Successfully managed cash register operations, including opening and closing procedures, and proper record-keeping.

Hvac Technician, Air Cool System PVT LTD India , Pune

November 2005 - December 2007

- Completed in-depth AC system installations, repairs, and maintenance on various commercial and residential properties.
- Expertly handled the diagnosis and troubleshooting of all AC system issues.
- Collaborated with other technicians and contractors to ensure successful completion of projects.



Education

High School , Maharashtra Board (10)

2004



Courses

ITI , Maharashtra State Board (78%)

2003



References

References available upon request