



Shaik Nayaz Ulhak

Professional Profile

AUTOMOBILE MAINTENANCE ENGINEER (VEHICLES & EQUIPMENT)

- A safety-focused, automobile maintenance engineering professional with over 13 years of robust experience, in Automotive Maintenance activities with expertise in driving maintenance, scheduling spare part management, purchasing, preventive and corrective maintenance, and vendor management.
- Skilled in systematizing maintenance functions with the implementation of predictive, planned maintenance practices to maximize functional availability.
- Deftly leading all technical and commercial functions – quality assurance, production, operations, maintenance, material management, controls and resource management.
- Instrumental in designing safety procedures, loss prevention activities & safety-training programs customized to needs; fully conversant with internationally adopted HSE/Safety norms, systems, and procedures.
- Proven capabilities in identifying areas of obstruction/breakdowns and taking steps to rectify the equipment through the application of troubleshooting and commissioning; established performance benchmarks in systematizing maintenance function with implementation of predictive, planned, and preventive maintenance practices.

Professional Skill Set



CAREER REVIEW

Feb 2018 – Dec 2023: Rezayat Company Limited.Yanbu, Kingdom of Saudi Arabia as Vehicles & Equipment Maintenance Engineer

- Maintain the comprehensive preventative maintenance program for all company-owned vehicles and equipment **(HEAVY VEHICLES, LIGHT VEHICLES, CONSTRUCTION EQUIPMENT, HEAVY EQUIPMENT, PORTABLE EQUIPMENT AND DIESEL GENERATORS)** including scheduling and execution of routine and annual inspections, and identifying and fixing problems.
- Manage work order requests, developing time estimates, and ensuring timely completion
- Communicate with reportees to ensure they know the status of the equipment/vehicle.
- Assist with the timely repair of equipment breakdowns, while ensuring quality standards are met
- Maintain inventory and ordering records
- Develop and maintain preventative maintenance manual
- Established and maintained a comprehensive preventative maintenance program for all company-owned vehicles and equipment, scheduling and executing routine and inspections, which led to reduction in equipment/vehicles downtime and extended vehicles and equipment lifespan.

- Efficiently managed work order requests, developing accurate time estimates, and ensuring timely completion, resulting in improvement in response times and a increase in overall operational efficiency.
 - Enhanced communication with employees regarding the status of their equipment, fostering transparency and boosting employee satisfaction.
 - Assisted in the timely repair of vehicles and equipment breakdowns, ensuring all repairs met stringent quality standards, thereby reducing repeat issues and improving operational reliability.
 - Streamlined inventory and ordering processes, maintaining precise records, which resulted in a 15% cost reduction in inventory management and a 10% decrease in lead times.
 - Developed and maintained a comprehensive preventative maintenance manual, standardizing procedures and best practices, leading to consistent maintenance practices across all teams and a 12% improvement in maintenance quality.
 - **BRANDS**
WORKED (CATERPILLAR, JCB, GENIE, MAN, SCANIA, BENZ, TOYOTA, MITSUBISHI, NISSAN, HYUNDAI, KIA, TATA, ASHOK LEYLAND, EICHER, MERLO, CUMMINS, FG WILSON, KIRLOSKAR ETC.,)
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**Aug 2015 – Dec 2017: Bhagyalakshmi Motors Pvt Ltd, Hassan, Karnataka INDIA as Workshop Manager
Authorized Dealers For FORCE MOTORS(Commercial and Passenger Vehicles Division)**

- Diagnosed all vehicle issues and executed repairs according to manufacturer standards, ensuring precise and reliable service.
 - Delivered the highest technical standards, workmanship, and quality from workshop staff, achieving total customer satisfaction.
 - Supervised the workshop, efficiently distributing work and managing staff to maximize productivity.
 - Maintained a comprehensive library of technical literature, facilitating access to up-to-date information and resources.
 - Trained and coached technical staff, enhancing their skills and performance.
 - Conducted regular audits of workshop standards and repair quality, ensuring adherence to established protocols.
 - Ensured accurate operation of Workshop Control Boards to monitor work distribution between the main workshop and body shop (if applicable) or Express Service facilities.
 - Audited work write-ups and worksheets, verifying accurate documentation and recording of repairs.
 - Guaranteed the use of clean service kits and vehicle protection aids at all times to uphold high service standards.
 - Instructed team leaders and mechanics on repair procedures, standardizing practices and improving efficiency.
 - Coordinated workshop staff training plans with the Training Manager, integrating both internal and external training opportunities.
 - Ensured technicians were knowledgeable about service and workshop bulletins, safety regulations, and maintained discipline.
 - Audited additional worksheets and any time extensions to original deadlines, ensuring accurate and timely completion.
 - Ensured adequate workshop staffing for required loadings and adherence to time control procedures.
 - Maintained general order and cleanliness in the workshop, keeping tools, special equipment, and literature complete and current.
 - Ensured all warranty work complied with manufacturer terms and conditions, meeting quality and compliance standards.
 - Monitored the return of replacement and exchange parts for claims, ensuring proper handling and documentation.
 - Advised service advisers and technicians on work classification (retail, warranty, internal) and ensured retention of parts when necessary.
 - Arranged emergency service or overtime cover as specified by the Service Manager, maintaining operational flexibility.
 - Provided technical backup and information to service advisers/customers, addressing technical queries/support needs.
 - Stayed current with all technical updates, ensuring knowledge and skills remained aligned with industry advancements.
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**Jan 2014 – Aug 2015: S M Motors, Hassan, Karnataka, INDIA as Service/Workshop Supervisor
Authorized Dealers For Force Motors(Commercial and Passenger Vehicle Division)**

- Achieved personalized service by greeting customers and engaging with them to understand their vehicular problems.
- Facilitated accurate diagnosis by driving vehicles with technicians and customers to gain firsthand knowledge of issues.
- Ensured transparent and detailed pricing by preparing cost estimates, including service, repair costs, and spare parts.
- Maintained accurate documentation and tracking by managing daily records of vehicle repairs and services.
- Delivered vehicles on time by adhering to promised schedules and ensuring timely delivery to customers.

- ↳ Resolved minor complaints and irritants effectively by addressing customer issues sensitively.
- ↳ Enhanced customer satisfaction by educating them on vehicle maintenance to prevent future problems.
- ↳ Ensured high standards of workmanship by supervising, and monitoring automotive service technicians and repairers.
- ↳ Met customer needs efficiently by handling inquiries with a cool, courteous, and prompt approach.
- ↳ Achieved the highest level of customer satisfaction through effective service and repair practices.

PAST EXPERIENCE

Apr 2013 – Dec 2013: WOQOD, Doha, Qatar as Vehicle Inspector (Junior Testing Assistant)

- ↳ Inspect vehicle body conditions, accessories, pneumatic and hydraulic lines and electrical circuits, to detect malfunctions and report needed repairs.
- ↳ Operate emission tests and engine diagnostics to ascertain overall road worthiness in compliance with state and federal laws.
- ↳ Applies inspection sticker to vehicles that pass inspection, and rejection sticker to vehicles that fail.
- ↳ Provide owners with recommended action plan to bring their vehicles to comply with federal requirements.
- ↳ Prepare periodic technical reports on tested vehicles.

Oct 2011 – Apr 2013: Bharath Earth Movers & Trucks., Hassan, Karnataka, INDIA as FLEET INCHARGE

ADDITIONAL DETAILS

- ↳ Professional Membership: Society of Automotive Engineers (SAE) 2010 Events Organized: Auto Expo 2010 MCE HASSAN
- ↳ Internship: Vikrant Tires, Mysore; Duration: 2 Days.

MEMBER OF SAUDI COUNCIL OF ENGINEERS FROM 2018 TO 2023

EDUCATION CREDENTIALS

Bachelors of Engineering in Automobile (B.E.), 2011 Passed out, Malnad College Of Engineering (MCE), Hassan, Visveswarayya Technological University, Belgaum Karnataka India.

- ↳ Project: Development of Gasoline direct injection system and emission testing.

PERSONAL DETAILS

Date of Birth: 22nd Feb 1985 | **Linguistic Abilities:** English, Hindi, Kannada and Urdu | **Nationality:** Indian

Passport number: T9972964 | **Driving License:** Indian and Saudi Arabian License

Address: Vallabhai Road, Hassan 573201, Karnataka, India