

## CURRICULUM VITAE



### Sylvester Zeeshan

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#### Profile:

- Excellent interpersonal skills, confident and poised in interaction with individuals at all levels readily developing rapport with clients and colleagues.
- Highly trustworthy, committed to superior customer service.
- Dedicated individual; achieving a reputation for consistently going beyond what is required.
- Detail oriented and resourceful in the completion of projects with ability to multi task and meet strict deadlines.
- Proven ability to collect consolidates, organize and prioritize business needs.

#### Professional Experience:

##### Pakistan Safety Glass Works – (Current Job)

##### Operations Manager

*Karachi Pakistan*

##### Responsibilities:

- Manages the stock control, and checks that inventory records are accurate.
- Ensures the production team has enough time to manufacture and deliver products based on the client's request.
- Coordinates activities that affect operational decisions and business requirements.
- Responsible for the production, procurement, and planning of daily operations.
- Communicates with all relevant employees to ensure delivery times are met.
- Plans, schedules, and reviews workload and manpower to make sure targets are being met on a cost-effective basis.
- Planning and controlling change.
- Managing quality assurance programs.
- Researching [new technologies](#) and alternative methods of efficiency.
- Setting and reviewing budgets and managing cost.
- Overseeing inventory, distribution of goods and facility layout.
- Confirms that Health & Safety regulations are followed.

- Overseeing special projects and tracking progress towards company goals
- Recruit and train personnel and allocate responsibilities to admin staff.
- Planning, scheduling, and promoting office events.
- Liaison with government officials / agencies.

**Serco Middle East - UAE MELABS – AUSTRALIAN / AMERICAN / NEWZEALAND ARMY ( AIR BASE)**

**HVAC Engineer**

*Dubai UAE*

**Responsibilities:**

- Oversees plans, directs, and prioritizes the work activities of the assigned maintenance personal.
- Oversees repairs and corrective maintenance in areas such as HVAC, Electrical, Plumbing, General maintenance Reactive and PPM.
- Prepares written reports of actions and results for management. Maintain logs, work order documents, materials requisitions etc.
- Participates in and coordinates training for subordinates, and evaluates work performance in accordance with board approved policies and procedures.
- Allocating/resolving Reactive work orders, monitor scope of work, make sure tasks are being accomplished within provided SLA time frame.
- Conduct Pre-Start meetings, discuss safe system of work, fill up all supporting documents including JSEA's and assigning routine Jobs for all team members.
- Complete all PPM work orders for the month; resolve them into the system (CAFM), Keeping track of KPI. Generate performance reports.
- Implementation of HSE, make sure safety procedures are in place and being followed by team members.
- Site inspections and submission of survey and quotes accordingly as per client requirement.

• **GOG Engineering (HVAC Supervisor)**

*Karachi Pakistan*

**Responsibilities:**

- Receive reactive complaints from customers and provide feedback, assign technicians in order to attend complaint.
- Regularly work independently of others to handle on-site machine repairs of a less complex nature, troubleshooting and other technical issues.
- Inspects malfunctioning or damaged product to determine nature and scope of problem Investigates and resolves customer reports of less major significance with consultation of higher level Field Service Engineers, recommends repair, replacements, or makes other corrective actions.
- Coordinates problem resolutions with applications engineering, spare parts team members, and other personnel to expedite repairs

- Maintains records of performance reports; analyzes reports of technical problems to determine trends affecting future design, production, service, and maintenance processes, and recommends modifications to eliminate future problems
  - Develops and maintains service handbooks and bulletins based on field investigations, engineering changes, and overall knowledge of product
  - Provides communication between the customer and the company
  - Any other tasks as assigned from time to time by any manager.
- **SBM Contracting and Maintenance LLC. (HVAC Technician)**  
*Dubai UAE*  
**Responsibilities:**
    - Start Up, Trouble Shooting, Maintenance and Servicing of Various Types/brands of Chillers, Refrigeration Units, Packages, Self-Condensing units Air Handling units and other HVAC equipment
  - **ALPHA Engineering & Maintenance (HVAC Technician)**  
*Karachi Pakistan*  
**Responsibilities:**
    - Start Up, Trouble Shooting, Maintenance and Servicing of Various Types/brands of Chillers, Refrigeration Units, Packages, Self-Condensing units, Air Handling units and other HVAC equipment.

### **Skills:**

- A customer-focused approach, possessing impressive communication skills.
- Represents Company by serving as direct customer contact.
- Read and interpret products concerning installation, operation, maintenance, serviced and repair Provides technical support to customers.
- An Excellent command of English Language - Spoken and Written
- Completely literate and well versed in MS-Office.
- Operational Excellence in business correspondence and reports.

### **Education:**

- **PRESSURE SYSTEM - TUV**
- **MS-OFFICE ADVANCE TRAINING**
- **AIR-SIDE AWARENESS TRAINING**
- **IOSH- [Health & Safety Environment]**
- **BTECH - Pass (Bachelors of Technology Mechanical Engineering)**  
Indus University of Technologies Karachi Pakistan
- **DAE (Diploma of Associate Engineer) HVAC**  
St. Patrick Institute of science & technology Karachi Pakistan
- **High school**  
St. Joseph high school Karachi Pakistan

## **Personal Details:**

Nationality : Pakistani

Date of Birth : May 1, 1988

Place of Birth : Karachi, Pakistan

Marital Status : Single

Language : English, Urdu, Punjabi, Hindi

*Certified True and Correct*

*Sylvester Zeeshan*

## **References:**

Available upon request