

CURRICULUM VITAE

MOHAMMED ABDUL RAFEE

Mobile No.: **056 737 4669**

E-mail: **atherabdul@yahoo.com**

POSITION APPLIED FOR: (Maintenance Supervisor)

Career Aspiration: To obtain position where I can utilize skills which I have acquired during 16 years of working experience in Maintenance Supervisor in KSA.

Qualifications:

- Board of Secondary School Certificate Education (Class X)
From Don Bosco High School, Hyderabad, India
- DCA – Diploma in Computer Application

Computer Knowledge:

- MS-Office - Microsoft Windows 2010

Experience in the Kingdom of Saudi Arabia:

- Worked as an Maintenance Supervisor in “**Zajoul Communication Company**” for the period of Seven Year
- Worked as an Maintenance Supervisor in “**Sale Co. (STC)**” for the period of Eight Years
- Presently working as a Sales Supervisor in **Sara Corporation Group**.

Job Experience in Zajoul Communication Company:

- To assure that all maintenance job are completed in a timely, safe and responsible manner
- Supervising for seven salesman’s in Riyadh Airport and super market in Zajoul wending Machine of Sawa for maintenance
- Maintaining and supervising for 150 mini super markets wending machine of sawa install in all over Riyadh
- Maintaining and supervising 20 outlets in Riyadh
- Supervising for maintenance of outlets if any issues like Maintenance and repairing AC’s, repairing Electric Shutter, Plumbing work Etc...

Job Experience in Sale Advance Co. Ltd.: STC

- From 2008 to 2009 closed all different 9 companies’ outlets all over kingdom and stored all furniture items, Split AC’s and Computer Items in the warehouse of **Sale Advance Co. (STC)**
- From 2009 to 2014 works as a Maintenance supervisor of **STC outlets** all over kingdom
- From 2014 to 2016 worked in Procurement Department preparing payments, creating Purchase Orders, dealing with Suppliers and dealing all the issues with the financial department and dealing with fix assets department.

Maintenance Supervisor - Skills:

- Excellent Communication skills and ability to work independently
- Maintaining and Supervising to Networking Technicians, Glass fitter, Carpenter, Electric Technicians, Plumbers and AC Technicians etc...
- Supervising and assigning the work to the maintenance employees
- Having knowledge in computer accessories and related services
- Determine material, equipment and supplies to be used
- Keeping time cards and other routine records

Performance and Responsibility:

- Assign jobs to specific personnel and provide coordination among maintenance functions
- Provide advisory assistance in regards to equipment and facility needs and conditions
- Keep manager informed of potential problems or unusual events
- Direct the work of assigned maintenance personnel
- Ensure observance to good safety standards
- Model and maintain high decent standards
- Prepare all required reports and maintain all appropriate records

Personal Profile:

Name : **MOHAMMED ABDUL RAFEE**
 Father's Name: Mohammed Abdul Raheem
 Gender : Male
 Nationality : Indian
 Religion : Islam
 Marital Status : Married
 Driving License : Valid Driving License (Saudi Arabia)
 Languages Known : English, Urdu, Hindi & Arabic
 Present Address : Riyadh (K.S.A)
 Iqama Status : Transferable

Mohammed Abdul Rafee