

CURRICULAM VITAE



ALEN THOMAS

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EDUCATIONAL QUALIFICATION

B.E Mechanical Engineering

Mechanical Engineering Graduate, having **7 years of experience in HVAC Systems**

CAREER OBJECTIVE

To work with an organization, where there is an opportunity to contribute my skills for meeting the new challenges and activities of the organization and to improve myself in the management level.

WORK EXPERIENCE

1. GALAXY AIRCONDITIONING, INDIA

Period : From January 2020 to June 2022

Designation : Operations Manager

Responsibilities

- Manages the day by day operational and tactical aspects of installing and servicing HVAC projects and service agreements.
- Maintain good communication with customer and ensure quality work.
- Support marketing team and review and update their progress day by day.
- Conduct staff meeting and training once in a month and try to sort out their problems.
- Attend dealers meeting and try to share the ideas with colleagues.

- Lead a Twenty-Five-member service and maintenance team and allocate them daily works.
- Attend site meetings with Architects and Clients and verify the progress of the work.
- Provide technical support and guidance to marketing department.
- Plan and schedules every month Maintenance/Service activities for HVAC Systems of clients having AMC (Annual Maintenance Contract).

2. BLUESTAR ENGINEERING CO. LTD, SOUTH SUDAN (EAST AFRICA)

Period : From December 2015 to November 2019

Designation : Project Engineer

Responsibilities

- Monitored and ensured project execution.
- Project reporting site co-ordination client meeting presentation & team supervision.
- Handling of material & drawing submission.
- Raising of inspection request & co-ordinate with client / consultant for site inspection.
- Review and check Drawings, Electrical systems, technical specification.
- Work to tight deadlines on multiple projects, including overtime work when required.
- Lead a forty-member service and maintenance team and allocate them daily works.
- Provide technical knowledge to customers.
- Provide technical support to marketing department.
- Plan and schedules every month Maintenance/Service activities for HVAC Systems of clients having AMCs.
- Apply for Warranty claim through GSPN Samsung software.

3. PANASONIC INDIA LTD.

Period : From July 2014 to August 2015

Designation : Service Engineer (Split Air Conditioner)

Responsibilities

- Experience in service and maintenance of all kinds air conditioners.
- Handle the projects and estimate the total cost of the projects.
- Take annual maintenance contract and maintain that forever.

- Purchase and supply the necessary items for the concern projects.
- Visit required sites and give technicians necessary instructions for installations, maintenances and services.
- Interact with customers and ensure their satisfaction.

PROJECTS HANDLED

- Pyramid Continental Hotel, Juba, South Sudan
- UAP insurance, Juba, South Sudan
- New Sudan Insurance, South Sudan
- Parliamentary Affairs, Juba, South Sudan
- Diplomatic Apartment, Juba, South Sudan

SOFTWARE EXPOSURE

- MS Office
- Auto CAD
- MOP (Measurement of Performance)

HIGHLIGHTS OF STRENGTH

- Dedication
- Self Confidence
- A good team worker
- Readiness to accept challenges
- Ability to lead and coordinate effectively in a team
- High Level of Integrity
- Effective Communication, Positive Posture, Flexibility and ability to handle labor

PERSONAL DETAILS

Date of birth : 11-07-1991

Nationality : Indian

Marital status : Married

Passport details : PP No. V9976230

REFERENCE

Available on Request