MOHAMED SULTHAN ARFIN

MECHANICAL ENGINEER

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PERSONAL INFORMATION

Name	**: Mohamed Sulthan Arfin**
Father's Name	: Abubacker
Date of birth	: 8th September 1995
Gender	: Male
Marital status	: Single
Nationality	: Indian
Passport No.	: N8646707
Email	**: sulthanarfin@gmail.com**
Mobile	**: +971 581459122**

CERTIFICATIONS

- **Six Sigma Green Belt Certification** from **Indian Statistical Institute** (Bangalore, India - Sept 2016)

- **ISO 9001:2015 Lead Auditor Certification** from **British Standards Institute** (Chennai, India - Feb 2017)

- **ISO 14001:2015 Lead Auditor Certification** from **British Standards Institute** (Kochi, India - Mar 2017)

EXPERIENCE

Designation	**: Assistant Maintenance Engineer**
Company	**: Gulf Glass Manufacturing Company, Kuwait**
Duration	**: May 2017 - April 2018**

- Assisting team leader in implementation of ISO 9001 and FSSC 22000 standards in mechanical maintenance department which includes developing quality objectives, action plans, preparing risk assessment towards continuous improvement and ensure audit readiness
- Conducting internal audits with the quality assurance team across the organization as per ISO 9001 standard (Quality Management System)
- Preparation of periodic preventive maintenance plans and checklists for all the equipment as per manufacturers' standards and specifications of their products
- Execution of periodic preventive maintenance as per the schedule and ensuring reliability and smooth operation of the plant
- Ensuring compliance with health and safety legislation
- Ordering spare parts, updating maintenance service requests (MSR) in ERP module (Microsoft Dynamics)
- Monitoring subcontractor activities carried out in our organizational premises
- Maintaining all relevant documentation on an ongoing basis
- Ensuring that 5s housekeeping is followed correctly
- Executing corrective maintenance to resolve and troubleshoot in case of breakdowns or critical failures
- Perform special projects as needed

Designation	**: Planning Engineer**
Company	**: AKVS Infra Services LLP, India**
Duration	**: February 2020 - February 2021**
Project	**: Ramanathapuram to Tuticorin Pipeline Project (RTPL - Spread 2)**

- Monitoring and tracking the project progress accurately through daily progress report (DPR), weekly progress report (WPR), monthly progress report (MPR) in co-ordination and interaction across the organization

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- Preparation of daily plan in collaboration with multifunctional teams
- Collaborate and communicate with client for approval of various reports
- Develop invoices, running account bills (RA Bills) and measurement summary sheets from various reports
- Work efficiently with client employees and process the bill
- Preparation of single line diagrams, bar charts that shows the actual progress of the project
- Review of documents and reports from sub contractors
- Negotiate cost and terms when applicable
- Receiving materials from supplier and ensure delivery confirmation
- Co-ordinate for material consolidation using a software & database
- Liaise with other departments across the organization
- Other duties as assigned by the project manager

EDUCATION

Course	University / Board	Institute	Year of passing	Percentage / CGPA
B.E. Mechanical Engineering	Anna University	Aalim Muhammed Salegh College of Engineering (Chennai, India)	2016	7.4
Higher Secondary	Matriculation	Syed Ammal Matriculation Higher Secondary School (Ramanathapuram, India)	2012	88%
SSLC	Matriculation	Syed Ammal Matriculation Higher Secondary School (Ramanathapuram, India)	2010	93%

ACHIEVEMENTS

- Topper in Physics of 12th standard board exam in Syed Ammal Matriculation Higher Secondary School
- Credit in International Assessment for Indian Schools by The University of New South Wales, Australia

SOFTWARE SKILLS

- Microsoft Office
- Microsoft Dynamics
- Minitab
- Creo
- CATIA
- Auto-CAD

LANGUAGES

- English (Read / Write / Speak)
- Tamil (Read / Write / Speak)
- Hindi (Speak)

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