



**SADAM HUSSAIN.S**

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**Email ID: [sadamhussainsabji@gmail.com](mailto:sadamhussainsabji@gmail.com) CURRICULUM VITAE**

#### **CAREER OBJECTIVE:**

To hold a position of responsibility with an opportunity for the growth of the organization along with having a long-term relationship and to conduct myself in such a manner so as to uphold the dignity of the profession.

#### **EDUCATIONAL QUALIFICATIONS:**

COURSE	INSTITUTION	UNIVERSITY/ BOARD	YEAR OF PASSING	AGGREGATE
<b>B.E (Mechanical Engineering)</b>	N.P.R College Of Engg& Tech, Dindigul.	ANNA UNIVERSITY, MADURAI	<b>2010- 2014</b>	<b>79%</b>

#### **PROFESSIONAL BACKGROUND:**

##### **Designation : Document Controller cum Team Leader**

**Name of the Organization:** IMDAAD LLC

**Years of Experience** : SEP-2019 to AUG- 2022

**Ongoing Project** : Nakheel Mall (Palm Jumeirah)

Working under the Integrated Facility Management Services (IMDAAD LLC)

##### **Responsibility:**

- Making documentation of material delivery supports
- Making documentation of technical reports.
- Making documentation for PPM check list
- Preparing weekly reports in excel formats and word formats
- Making documentation of subcontractor service reports.
- Making documentation for attendance and overtime reports.
- Maintenance. Incident Report & Technical Report.
- Preparation and submission of all inspection reports
- Maintain full registers/logs for all incoming and outgoing submittals including drawings.
- Order all stocks / equipments needed for documentation works
- Prepare documents for subcontractor and suppliers to head office or site office.
- Create document control and correspondent folders for individual projects

- Prepare work progress report for all services plumbing, hvac and electrical
- Oversaw The Nakheel mall with maintenance and operations responsibility.
- Manage assigned work orders and all documents in EAM (Enterprise Asset Management)
- Testing all products for correct installation & operations
- Preparing log for material submittal log
- Monitoring review system during Engineering review
- Organize, coordinate with sub-contractors, control and follow up with charge hands the day today operations and site jobs
- Attending the reactive complaints as per the office and site service request.
- Supervised the maintenance team, the contractors & ensured all grounds

keeping, housekeeping, maintenance and renovation work completed on schedule

**Designation: Electro mechanical Technician (Facility Maintenance)**

**Name of the Organization** : EFS Facility Services Pvt. Ltd.,  
**Years of Experience** : March 2016 to March 2019  
**Ongoing Project** : DLF IT PARK (Porur) Chennai.

- Operation and Maintenance of UPS 80Kva-8,100Kva-8,30Kva-4
- Operation and Maintenance of Trane air cooled chiller 400TR-2
- Operation and Maintenance of server room PAC unit for DX unit 11TR, IDX unit 16TR
- Operation and Maintenance of BMS system monitoring.

**COMPUTER SKILLS:**

- HVAC Drafting Course completed in Unique MEP Engineering academy Pvt.Ltd, Chennai.

**PERSONAL PROFILE:**

Date of Birth : 30/03/1993  
 Passport No : V9153294  
 Date of Expiry : 01/09/2030  
 Gender : Male  
 Nationality : Indian  
 Personality : Optimistic and Honest  
 Languages know : English, Tamil, and Urdu & Hindi  
 Marital Status : Unmarried  
 Father Name : K. Sabji.

**DECLARATION:**

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief.

**Place:**

**Yours Sincerely**

**Date:**

**SADAM HUSSAIN.**



