




ADHIL AZAD

MECHANICAL ENGINEER

Abu Dhabi, United Arab Emirates

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Career Objective

To be part of an outstanding company where my professional experience & education will allow me to make an immediate contribution as an integral part of the company and to apply my engineering experience and education in assisting the company in the accomplishment of its goals, where my skills can be molded with my learning and development endeavor.

Work Experience

Position held	: Administrative Assistant
Company	: Cool Master HVAC Solution
Date	: September 2017 - December 2019
Address	: P.O BOX 689501, Pathanamthitta,Kerala, India

Main Responsibilities:

- Handling Sales, Estimation & Administration.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Contribute to team effort by accomplishing related results as needed
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Organize travel arrangements for senior managers
- Write letters and emails on behalf of other office staff
- Develop administrative staff by providing information, educational opportunities and experiential growth opportunities
- Handle multiple projects, Generate reports.

Certifications

- **Successfully Completed Professional MEP Training in HVAC, Fire Fighting and Plumbing from St. John's Institute for Engineering, Pathanamthitta, Kerala.**
 - AC Systems
 - Heat Load Calculation
 - Air Distribution Systems
 - Ducting and Piping
 - Bill of Quantity
 - Installation and Field Erection Practices
 - Sprinkler, Hydrant and Stand Pipe Systems
 - Supply and Drainage System.
- **Successfully Completed Training Program in AUTODESK Certified Professional in AutoCAD.**
- **Certification in Mechanical QA/QC**
- **Certification NDT, ASNT, Level II**
- **NEBOSH**
- **OIL AND GAS TECHNOLOGY**

Software skills

- AutoCAD
- Hourly Analysis Program
- McQuay Duct sizer
- Revit MEP
- Microsoft Office
- Adobe Photoshop

Strengths

- Good leadership quality.
- Ability to maintain a positive attitude.
- Systematic and hardworking.
- Flexibility and adaptability - to work in challenging environment.
- Complex problem-solving skill.
- Judgment and decision-making skill.
- Organized and motivated.

Personal Skills&Competencies

- Self motivated, fast learner with strong analytical skills.
- Capable of working effectively & patiently under pressure while producing high quality end-results. Can manage multiple tasks within given time constraints.
- Able to work on own initiative or as part of a team and can deal with administrative duties competently.
- Skill in maintaining good human relations with clients & End users.
- Interface with the customers to understand their requirements to analyze, design, and implement a suitable solution

Academic Qualifications

Bachelor of Technology in Mechanical Engineering

Al-Azhar College of

Engineering & Technology

Grade- **6.0 CGPA**

MG University, Kottayam, India

August 2013 – May 2017

Senior Secondary Education

Gov.Higher Secondary School

State Board

Kalanjoor,

Pathanamthitta. Kerala,

India

Personal Information

Birth Date	: Feb 17, 1995
Gender	: Male
Nationality	: Indian
Marital Status	: Single
Visa Status	: Visit
Passport No	: R1986755
License	: India
Language Spoken	: English (Fluent) Hindi (Moderate) Tamil (Moderate) Malayalam (Native)

Declaration

I hereby declare that all the information given above are true and correct to the best of my knowledge and I bear the responsibility of the above-mentioned particulars.

ADHIL AZAD