

# Ajmal Latheef

Operations Engineer/ Operations and Maintenance Engineer

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Dubai, United Arab Emirates Q

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#### **SKILLS**

Microsoft Office Supply Chain Execution **Operations Management** Digital Marketing Presentation Leadership Salesforce(Selling) **CRM** Learning and Development Maintenance Management Environment, Health and Safety Solid Edge/CATIA CAD/CAM ANSYS 14/ANSYS 12 PLC Programming MAXIMO 7.2 LinkedIn Sales Navigator

#### WORK EXPERIENCE

#### **Operations Engineer**

ACE Owners Association Management

Dubai,UAE 07/2020 - 02/2021,

ACE, an association management company licensed by Dubai's RERA to practice the management of Owners' Associations in accordance with JOP law. Achievements/Tasks

- Providing assistance in organizing and conducting Annual General assemblies through notices, compilation and circulation. Administrative and secretarial assistance. RFP preparation for different facilities management.
- Instant follow up and response to all service requests and emergencies. Organizing resident engagement programs. Offering government relations, legal support and local authorities liaison.
- Formulating annual service charge budget in association with the board. Proposing the OA service charge budget to RERA.
- Formulating and implementation of KPI and PPM for individual services in the development. Energy management which includes the reduction of costs for provision of energy in buildings and facilities without compromising the work process..
- Providing all necessary documents to the RERA approved Auditor for the preparation of yearly audit.

## **Operations and Maintenance Engineer**

Emirates Airlines (Emirates Sky Cargo)

06/2016 - 09/2020 Dubai.UAE

The Emirates Group is a state-owned Dubai-based international aviation holding company headquartered in Garhoud, Dubai, United Arab Emirates, near Dubai International Airport. The division can manage and implement all aspects of aircraft engineering support, such as maintenance, safety and loaistics.

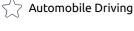
- Achievements/Tasks
- Diagnosed and repaired the faults/breakdowns of the equipment, ensuring the downtime is minimized. Have Warehouse Permit(WP) to drive Forklifts, Pallet Mover, Tow Truck and also lead the maintenance and inspection of these vehicles.
- BAPP(Behavioural Accident Prevention Process) Observer.A flexible, systematic, and comprehensive method for improving workplace safety centered on behavior-based safety.
- Carried out the scheduled maintenance as per the set standards(include manufacturers recommendation, ISO certification, safety standards)on the various equipment and plants to ensure optimum utilization of the same.
- Lead the team to work on the automated equipment, including servo motors, PLC applications and AGV technology.
- Monitor and analyze customer experience and delivery performance. Maintain and develop KPIs and SLAs with 3PL
- Authorized to do the inspection and Load Test of the lifting equipment/vehicles for the reliability and safety, to help plan for corrective maintenance and to prevent accidents in the operational area.
- Monitored CCS(Cargo Control System) to diagnose all the frequent faults.
- Proficient in using ERP, Sky Chain and WMS software.
- Lead on briefing the team on maintenance and safety. Work Order creation and Report making.
- Logged all work-related activities carried out during the shift to help planning staff log the details of work done in the Maintenance Management System(MAXIMO7.2).

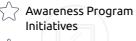
### **WORK EXPERIENCE** Service advisor Intern Ford Motors 10/2015 - 11/2015 Kerala,India Achievements/Tasks Worked to determine customers problems with a vehicle and provide technicians with accurate repair descriptions **Mechanical Engineer Intern** Cochin Shipyard Limited(A Govt of India Enterprise) 04/2014 - 05/0214 Kerala,India Achievements/Tasks Worked under Ship building, Ship repair, Utilities & Maintenance Department **EDUCATION B Tech Mechanical Engineering** Christ University, Bangalore, India 06/2011 - 04/2015 CGPA-8 12th Grade(ISE) Science Hari Sri Vidva Nidhi School, Kerala, India 06/2010 - 04/2011 74% PERSONAL PROJECTS Fabrication and Performance Analysis of Piezoelectric Shoes (11/2014 – 03/2015) Shoes which stores energy by converting mechanical energy into electrical energy by using piezoelectric materials (11/2014 - 03/2015) - Shoes which stores energy by converting mechanical energy into electrical energy by using piezoelectric materials Lead a team to work on developing a classy animation video displayed on Burj Khalifa to conduct the World's Biggest Baby Reveal ceremony organized by vloggers and YouTubers. STOP CARD initiative team member Co-Founder @thegreenearthproject-A zero waste guide to every day life **ACHIEVEMENTS** Valid UAE Driving License **UIT Certification on CATIA** Fundamentals of Digital Marketing (Google Certified) Six Sigma Foundations certificate issued by Linkedln Learning Additive Manufacturing for Business by Linkedln Won second place at District level Athletics Learning **LANGUAGES** Arabic **English** German Hindi Limited Working Proficiency Full Professional Proficiency Limited Working Proficiency Full Professional Proficiency

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Limited Working Proficiency Full Professional Proficiency Limited Working Proficiency

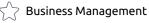
Malayalam Tamil
Native or Bilingual Proficiency Full Professional Proficiency

INTERESTS









Anchoring





