



# Ajmal Latheef

Operations Engineer/  
Operations and Maintenance  
Engineer

ajlatheef1993@gmail.com ✉

+971568058812 📞

Dubai, United Arab Emirates 📍

linkedin.com/in/ajmallatheef in

## SKILLS

Operations Management Digital Marketing Microsoft Office Presentation Supply Chain Execution 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

07/2020 - 02/2021,

Dubai, UAE

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 logistics.

##### 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

*Achievements/Tasks*

- Worked to determine customers problems with a vehicle and provide technicians with accurate repair descriptions

Kerala, India

### Mechanical Engineer Intern

Cochin Shipyard Limited(A Govt of India Enterprise)

04/2014 - 05/2014

*Achievements/Tasks*

- Worked under Ship building, Ship repair, Utilities & Maintenance Department

Kerala, India

## EDUCATION

### B Tech Mechanical Engineering

Christ University, Bangalore, India

06/2011 - 04/2015

CGPA-8

### 12th Grade(ISE) Science

Hari Sri Vidya 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 LinkedIn Learning

Additive Manufacturing for Business by LinkedIn Learning

Won second place at District level Athletics

## LANGUAGES

Arabic  
*Limited Working Proficiency*

English  
*Full Professional Proficiency*

German  
*Limited Working Proficiency*

Hindi  
*Full Professional Proficiency*

Malayalam  
*Native or Bilingual Proficiency*

Tamil  
*Full Professional Proficiency*

## INTERESTS

★ Automobile Driving

★ Awareness Program Initiatives

★ Networking

★ Business Management

★ Anchoring

★ Cooking

★ Social Media Marketing

★ Volunteering for Eco causes