

# **Curriculum Vitae**

Maintenance Manager ( MEP)

## **TAFSEEL KHAN**

296, 4<sup>TH</sup> Floor, Street-11,  
Ghaffar, Manzil, Okhla New Delhi.  
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### ✓ **Overall Experience: 12+ years**

Results-driven professional electrical engineer who possesses over 10 years of experience and diverse qualities, including: self-confidence, integrity and commitment to excellence.

A demonstrated ability to thrive in diverse corporate and cultural environments and an established reputation record of leadership, business development and technical project completion.

Team player with proven reputation for building key personal and professional relationships across cultural boundaries. Organized and attentive to detail, with demonstrated time management skills.

Strong research, mediation, and communication skills.

A versatile employee with results focused and goal oriented approach to problem-solving. Highly proficient in both technical and soft skills.

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|-----------------------------------|---|
| ✓ Strong decision maker           | ✓ Site management/ Independent thinking     |
| ✓ Cross-functional communications | ✓ Leadership skills/Increasing productivity |
| ✓ Resolving long-term issues      | ✓ Energetic, organized and self-motivated   |
| ✓ Continuous Improvement          |   |

### **Technical Competencies**

Handled Residential, Hotel/Resorts, Commercial Buildings, Hospitals, Schools Building projects etc.

Experience in Maintenance/Installation/Execution of MEP work, Hvac, Fire System, RO system, Stp, Electrical, tv, telephone, data security system CCTV, Interior work, Furniture work, Glass work, Painting work, water system,

Panels, DB's, cable tray/ trunking, cable laying, cable routing, cable termination, switches and sockets, lightning, isolators, conduiting, wiring junction boxes etc.

Erection of lighting poles, Earthing work both plate and rod Earthing, lightning arrestors

Electrical works for LV system. Lighting and power wiring, installation of stabilizers, floor boxes, switches and HVAC package units, window and split ac.

Preparation of estimates.

## **PROFESSIONAL EXPERIENCE**

### **1- EMPLOYER - Yatharth Super Specialty Hospital, Noida,**

#### **MAINTENANCE MANAGER**

**(March 2018 to Present)**

**Job Responsibilities –**

**Overall Maintenance of Hospital Building, Interior work, Electrical, HVAC, Plumbing, Fire System, RO system, Lift, DG, STP all day to complaints.**

### **2- EMPLOYER – Bangash Enterprises Pvt. Ltd.**

**(Feb 2017 to Feb 2018)**

#### **PROJECT MANAGER – ELECTRICI**

**PROJECT** : Construction of School, Building, Indirapuram, Ghaziabad.  
**CLIENT** : **ST. THOMAS SCHOOL**  
**PROJECT** : **PARAS DEWS**, Residential Tower(23 Floor) Sector, 106, Gurugram.  
**CLIENT** : **PARAS GROUP**  
**PROJECT** : Construction of 158 Base Hospital ,Bagdogra, West Bengal.  
**CLIENT** : Military Engineering Service

### **2- EMPLOYER – PAT Engineering Enterprises, Doha, Qatar**

**(June. 2016 to Dec. 2016)**

**PROJECT** : Construction of VIP club at Katara Beach, Qatar.

**CLIENT** : **KATARA**  
**CONSULTANT** : **KEO International**

#### **SITE ENGINEER (ELECTRICAL)**

Execution of all internal electrical works as per approved drawings.  
Testing and commissioning of all electrical works.  
Co-ordination of work activities with other trades/sub-contractors  
Approval of works from the consultant by raising the MIRs, WIRs.  
Advise in preparation of shop drawings as per site conditions.  
Ensuring material compliance with legal and quality standards.  
Ensuring a safe and healthy work environment at site.  
Coordinate with all relevant consultants and sub-contractors.  
Attending weekly progress meetings with Client and Consultant.

### **3- EMPLOYER - Taurus S Leo Electrical Contractor, New Delhi, India (Feb. 2014 – May 2016)**

**PROJECT:** Construction of Hotel Building in New Delhi, India.  
Housing Society at Ghaziabad

**SITE ENGINEER (ELECTRICAL)**

Execution of works as per drawings and project specifications.

Testing and commissioning of all electrical works

Obtaining approval of Consultant/Client on executed works Co-ordination of with other MEP and architectural works etc. Proper guidance to Supervisors and foremens.

Prepare reports about the progress and requirements of the management

Measuring the executed works at site.

Initiated, established and maintained working relationships with owner, architect, engineers and subcontractors to facilitate construction activities

Estimation of material

**3- EMPLOYER – MALSI ESTATES LIMITED (MAX GROUP)****PROJECT HANDLED – Construction of Five star Resort “VANA” at Dehradun, India (June 2013 – Jan 2014)****SITE ENGINEER (ELECTRICAL)**

To execute the complete electrical installation works as per the drawings and specifications. Proper co-ordination with site activities.

Dealing with client and consultant’s engineers to expedite the site work. Erection,

Testing and commissioning of electrical equipments at site.

Preparation of cable, conduit and cable trays schedules.

Proactive co-ordination with the procurement team in obtaining locally and overseas sources material and ensuring timely delivery of critical material

Ensured that activities are undertaken in a safe manner, utilizing a project specific safety plan

Identified and anticipated potential future issues and collaborate with staff to mitigate impact.

Attended project related meetings at regular agreed upon intervals.

**4- EMPLOYER – ASEMA ARCHITECTS  
(Sep. 2005 – March 2010)****PROJECTS HANDLED -**

Construction of Rehabilitation center at New Delhi, India

Construction of Hospital building at New Delhi, India.

Construction of Commercial building at New Delhi, India

Construction of school building at New Delhi, India.

**AUTOCAD DRAFTSMAN**

To execute the complete internal electrical works under the supervision of Site engineers. Erection, Testing and commissioning of electrical equipment’s at site.

Handle the work force of electricians, supervisors and unskilled manpower.

Plan and implement the day ahead schedule.

Leasing of Electrical work ,submission of Electrical plan to DESU.

### **TECHNICAL QUALIFICATION**

Diploma in Electrical Engineering

### **COMPUTER SKILLS**

MS-Word/MS-EXCEL & AutoCAD

### **PERSONAL INFORMATION**

Father's Name	:	Mr. Idrees Khan
Date of Birth	:	01 - 07- 1978
Languages Known	:	English, Hindi and Urdu
Nationality	:	Indian
Marital status	:	Married

**Place:** New Dehli

**Date :**

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