**NADEEM PRAVEJ**

**(Executive Engineer)**

**Address-** 244/6 Ground floor Almira wali gali no-4 Sangam Vihar Delhi 110084.

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| **OBJECTIVE** |

To be associated with a progressive organization and evolve continuously in competitive environment and apply innovative approaches through enhanced skills and at the same time contribute to the organization's growth.

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| **PROFILE SUMMARY** |

* Administration Professional having 8+ year vast experience in Facility Management including, Operation and Maintenance electrical equipment like UPS, PAC, HVAC, Lift, LT panel, BMS, vendor management and other activities related to electrical services, Space management and Finance services.
* Result oriented professional with Planning, execution, monitoring and resource balancing skills**,** excellent communication skills and willing to work in a creative and challenging environment.

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| **CURRENT EMPLOYMENT** |

**Currently working with Jones Lang Lassalle as Executive Engineer (IFM**) facility since **18th August 2016 to till date.**

Worked for **Accenture Solutions India Pvt Ltd**, Sector-21 Info-space, Gurgaon. On the payroll of (JLL), from Aug-16 to till date. Responsible for managing technical services of the facility having 2 lac Sq. feet area with two thousand seats.

**Previous Experience -1 ICON facilitator Pvt. Ltd as Supervisor**

Worked for Accenture Solutions India PVT Ltd, Sector-21 Info-space, Gurgaon. On the payroll of (**ICON facilitator Pvt. Ltd**), from **8th January 2016 to 17th August 2016**. Responsible for managing technical services of the facility.

**Previous Experience -2,** with **Kanthwal Services Pvt. Ltd. As an electrician**

working under caring of client **M’S Siemens Ltd. at IGI international Airport and Tata Motor Ltd Project site. From** as an electrician since **5th February 2014 to 1st August 2015**.

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| **Key Responsibility Areas:** |

**Technical services**

* Electrical distribution system up to 2000KVA, 2\*1250KVA DG set 2\*1000KVA T/F and 6\*80KVA, 2\*60KVA & 2\*40 KVA UPS.
* Implemented effective preventive maintenance program in according to PPM planner. Like DG Set, transformer, LT panel, control panels, HVAC & PAC system, Lift Elevator, lighting system & Firefighting system.
* Monitoring of BMS system like CCTV, Access & FAS system.
* Maintain the power supply for Server.
* Operation of chiller plant 3\*390 TR.
* Operation & Maintenance of Transformer, UPS, HVAC, PAC & LT panels.
* Maintain DG set, Transformer, Air conditioners, UPS,

**Physical Security:**

* Managing all type of material movement through time office.
* Conducting quarterly mock fire drill, awareness session on first aid box, earthquake, Terror attack etc.
* Impart Training to the down line team as per organizational SOP, Policy & Procedure. Training imparted on weekly and monthly basis. Ex-LOTO. Electric shock treatment. Operation of electrical equipment etc.
* Managing Access Control Process & timely review & reconciliation of access card.
* Ensure timely Fire extinguisher, refilling, servicing & positioning as per floor layout plan.
* Adhering & implementing security process & policy as per organization.

**MIS & Reports:**

* Preparing annual budget for Technical services.
* Preparation of Monthly MIS report of the facility and sharing with team.
* Tracking of Store inventory.
* Preparation of Monthly load report. Like UPS, T/F, Chiller.
* Preparing of all compliance document like lift NOC, battery return document half yearly & E-Waste (Management and Handling).

**Vendor Management:**

* Scheduling Monthly Meeting with vendor for improvement in services and key discussion.
* Follow up with vendor for services render for & Material Delivery on time.
* Timely processing of invoice and raising P.R & P.O for services.

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| **Qualification** |

* Diploma in Electrical engineering from BTEUP, year 2013.
* Intermediate passed from UP board in 2010.
* High school passed from UP board in 2008.
* Knowledge of Auto CAD & MS office & Excel.

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| **Personal Details** |

Father Name : Mohammad Iqbal.

Date of birth : 20th Dec 1992.

Nationality : Indian.

Marital status : Married.

I hereby declare that all the statements given above are correct and true and I assure you that according to the opportunity.

(Nadeem Pravej)