



**NIMISH MATHEW VERGHESE**  
ELECTRICAL & ELECTRONICS ENGINEER

**Al Qusais, Dubai, UAE**  
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**SOFTWARE PROFICIENCY**

- ECAD
- MATLAB
- MS Suite

**PERSONAL SKILLS**

- Excellent verbal and personal communication skills.
- Able to work harmoniously with other members of the team.
- Problem Solving
- Planning and organizing work related activities
- In possession of a pleasant personality complemented with a caring and responsible attitude.
- Interpersonal communication
- Ability to communicate with others harmoniously and pleasantly.
- Able to remain calm under pressure.
- Ability to work as a part of team and also by own initiative.

**CAREER OBJECTIVE**

A Young, enthusiastic, responsible Electrical & Electronics Engineer with good communication skills and urge to continuously learn and explore, and an ambition for a challenging and demanding position in a growth oriented environment, where there is ample scope for individual and organizational growth.

**WORK EXPERIENCE**

**Designation:** JUNIOR ADMINISTRATOR

**Duration:** October 2020 to March 2021

**Company:** COMFORT CLIMATE TECHNICAL SERVICES L.L.C

**MAJOR RESPONSIBILITIES**

- Coordinating work related activities with employees.
- Assigning jobs to the technicians.
- Organizing meeting with clients.
- Maintaining organized file system management.
- Preparing quotations and reports.
- Engaged in effective cost management negotiations with suppliers
- Quoting maintenance jobs and services.
- Preparation of preliminary report of inspection
- Preparation of preliminary estimation of maintenance works

**EDUCATION**

DEGREE	BOARD/UNIVERSITY	SCHOOL/COLLEGE
B.E EEE	Anna University, Chennai	Loyola Institute of Technology and Science Kanyakumari, India
12th	CBSE	The Elite English School, Al Wuheida, Dubai
10th	CBSE	Gulf Indian High School, Al Garhoud, Dubai

**EXPERIMENTAL TRAINING**

- Completed final year project Wireless Black box Using MEMS Accelerometer and GPS Tracking For Accidental Monitoring of Vehicles at ECIL, Hyderabad
- Completed one month internship programme at Comfort Climate Technical Services L.L.C, Dubai.

PERSONAL DETAILS

Name: Nimish Mathew Verghese

Date of Birth: 24 October 1997

Gender: Male

Father’s name: Binu V Mathew

Nationality: Indian

Religion: Christian

Marital Status: Single

Languages known: English, Malayalam, Hindi

- Completed 3 days Industrial Training at KELTRON, Kozhikode, Kerala on 17 March 2018.
- Completed 3 days Industrial Training at TELK, Angamaly, Kerala on 14 June 2017

DECLARATION

I hereby declare that all the information mentioned above is true to the best of my knowledge. I will make it my earnest endeavor to discharge competently and carefully the duties you may be pleased to entrust with me.

DUBAI NIMISH MATHEW VERGHESE