



Engineer Umair Sayal

Operations & Maintenance and Monitoring & Evaluation Project Manager

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🏠 Islamabad, Pakistan

Summary

Organized, diligent and skilled candidate with diverse knowledge of handling and administering electrical HVAC, and CCTV maintenance department and Highly skilled individual with 9-years increasingly responsible experience in building and facility maintenance. Looking for a position as an Operational & Maintenance Manager OR Project Manager where my skills and knowledge will be utilized for the growth of the organization skills.

Education

BS (Electrical Engineering) with 3.7GPA

Preston Institute of Management Science and Technology

2007-2011

INTERMEDIATE IN PRE-ENGINEERING (F.SC)

Khyber College of Commerce and Technology, Peshawar

2005-2007

Work experience

Electrical, HVAC, CCTV Maintenance Engineer

Pakistan National Council of the Arts, Islamabad

2016-Present

Morning Shift In-Charge

- ❖ Worked as Electrical & Security Maintenance Engineer
- ❖ Maintained and Installed electrical and electronics Equipment's.
- ❖ Managed more than 30 team Members for different tasks i.e. HVAC Maintenance, Electrical work, CCTV Systems, and ELV Security Systems.
- ❖ Prepared daily work report, log sheets, and tender documentation.
- ❖ Designed and approved power distribution requirements for construction of high-tech manufacturing facilities.
- ❖ Monitored manufacture of electrical devices and operations to ensure compliance with safety protocols.
- ❖ Monitor and maintain CCTV, HVAC and technical department and staff.
- ❖ Manage staff duties and file work and duty rosters.

O&M and M&E Project Manager

Instrumentation & Management Systems Pvt, Ltd Islamabad

2016-2018

(Evening Shift)

- ❖ Maintained and Installed HVAC and electronics Equipment's.
- ❖ Managed more than 54 people team for different tasks i.e. CCTV Systems, ELV Systems Installation & Maintenance, Electrical work, and Fire Alarm Systems.
- ❖ Prepared daily work report, log sheets, and tender documentation.
- ❖ Adjusted project plans to account for dynamic targets, staffing changes and operational specifications.
- ❖ Organized and directed operations, including inventory oversight and ordering, workflow management and supervision of production.
- ❖ Mentored junior engineers and new hires to better improve competency and efficiency of all staff.
- ❖ Formulated complete project plans and coordinated engineering, design and shop drawing efforts.
- ❖ Kept projects on schedule by managing deadlines and adjusting workflows as needed.
- ❖ Coordinated presentations for customers and project members detailing project scope, progress and results, keeping all entities well-informed of milestones and goals.
- ❖ Supervised multiple projects from project start through delivery by prioritizing needs and delegating assignments.

Maintenance & Logistic Project Manager

Electro Systems Pvt, Ltd

2012-2016

- ❖ Assessed operating conditions and adjusted settings to maximize performance and equipment longevity.
- ❖ Finalized work on building systems by completing basic carpentry and other finish work.
- ❖ Organized and directed maintenance shutdowns and startups.
- ❖ Dismantled defective machines and equipment and installed new or repaired parts.
- ❖ Completed partial dismantling of equipment to quickly repair or replaced effective components and restore functionality.
- ❖ Performed general building upkeep on daily basis including painting, dry wall repair, and normal machine maintenance.
- ❖ Worked frequently with Electrical and HVAC systems to complete knowledgeable inspections and skilled repairs.
- ❖ Developed work scope for contracted projects, analyzing received quotes and recommending preferred vendors.
- ❖ Managed daily activities of maintenance staff.
- ❖ Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship, deliver).
- ❖ Receive and process warehouse stock products (pick, unload, label, store).
- ❖ Perform inventory controls and keep quality standards high for audits.
- ❖ Collect and send invoices to appropriate department.
- ❖ Keep a clean and safe working environment and optimize space utilization.
- ❖ Assist peers as required (coordinate meetings, training, etc.).
- ❖ Communicate and cooperate with supervisors and coworkers.
- ❖ Run errands in town (postal services, pick up supplies).
- ❖ Obtain RFQ's and submit to proper department.
- ❖ Responsible for organization of property maintenance

COMPUTER ENGINEER & SUPERVISOR

Alnadaha Trading, Tr. LLC, Sharjah UAE

2009-2011

- ❖ Outlined design requirements, BOMs, functional specifications and reports to document development processes.
- ❖ Drove implementation of quality requirements for new product designs to ensure adherence to customer specifications and production requirements.
- ❖ Provided new product training to all partners, stakeholders and support team so that personnel were well-educated on operational requirements.
- ❖ Developed work scope for contracted projects, analyzing received quotes and recommending preferred vendors.
- ❖ Managed daily activities of maintenance staff.

General Administration

- ❖ Responsible to handle multiple tasking projects.
- ❖ Keep close coordinator with senior staff.
- ❖ Solve daily work problems in a friendly and effective team manners.
- ❖ Develop a good team work among whole staff being strong believed that rewards come from our achievements and which in turn are impossible without team spirit.
- ❖ Keep close coordination with sub office, Head office, Employees, Dealers & related persons.
- ❖ Managed staff record, tender files, projects details and maintenance record.
- ❖ Manage different department staff members or teams.
- ❖ Ensure implementation of company policies and procedure.

Skills

• Instrumentation measurements	• Budgeting
• Ability to repair systems	• Time management
• Circuit design understanding	• Mechanical engineering
• Wiring schematics	• Staff management
• Cost estimation	• Project management
• Electrical engineering	• Ability to repair systems
• Technical support	• Technical knowledge
• Microsoft Office	• Efficient under pressure
• Team building expertise	• Organized
• Budget development and management	• Planning and organization
• Computer literate	• Staff education and training