

## MAQSOOD ANWAR KHAN

# Maintenance Manager/Executive/ Engineer/Supervisor/Officer/Facility/ Management/Marine Engineering officer/ Administration/



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### PROFESSIONAL SUMMARY :

- Provide technical support for critical problems their analysis, finalization of corrective actions and monitoring the implementation of remedial action, trouble shooting of capital PLC DCS logics based unit. Panels, (PLC-NX-07 C- 200).
- Generating and development of SOPs work instructions, checklist related to mechanical Instrument/machines, and control system department.
- Preparation and planning with head of department forecast effective annual budgets of maintenance department and keep mind the department expenses within the sanctioned amount.
- Prepare and planning preventive, corrective, predictive, planned/scheduled and unscheduled/break down maintenance.
- Managing operations, leading, and provide technical support to the operation team.
- Delivering key role in area of plant optimizations.
- Review available resources plan, availability of materials/spares and man power, tools, keeping in view cost profit objective of the company.
- ordering of mechanical, electrical spares and newly installed instruments, their selection, sizing, and procurement.
- prepare yearly plan and scheduled for preventive maintenance of M/C and allied equipment
- Implementation of maintenance plan through staff. 11-  
Maintain and records all PM, CM application of 5s rules, breakdown and spare used for future evaluation/references.
- Daily parts consumptions reports & energy conservation.
- Maintain daily log book.
- Installation and commissioning of machineries as per IQ/QC.15 Development and implemented operation maintenance policies, procedure /HVAC/Chiller plant, Firefighting system, plumbing, power, distribution boxes , related to Building Maintenance Management system(BMS).
- Established close coordination with contractors/consultants/OEM Vendors for commissioning Trials, timely resolution of associated technical issues.
- Organized and attend daily staff meeting to cultivate team spirit.
- Engineering store and spare parts management & workshop management.
- Critical parts purchasing and storing.
- Training and development of the Team.
- Design and making HSE rules policies and regulations implementing.
- promotes, preventing of pollution and proper disposal of hazardous waste, MP and cGMP.
- Rectify electrical / electronic equipment. & can lead a team of repair & maintenance.

- Provide back support in the absence of seniors.
- Ability to work in the multinational and multicultural environments.
- Ability to lead a team as well as work within the team as confident and dependable fellow and can perform any task independently with minimal supervision - Diagnosing break down problem carry out quality inspection on jobs.
- Dealing with emergencies with unplanned problems and repair.
- Perform others reasonable job duties on request as by higher management.
- Ship power generating system with accessories watch keeping and maintenance. -Prepare projects reports.
- Responsible for developing process, tools and methodologies for the continuous improvement of plant. Technologies and process.
- Help to ensure a customer's satisfying a level of service in respect to warranty.
- Responsible to create strengthen the long term relationship with individual with corporate customers.
- Recommendation of various improved materials or machineries to client by showing how these change and improvement would lower the cost and improved the system performance.
- Manage all engineering facilities operations, including electrical, HVAC/VRF, plumbing, landscaping, pools, re-finishing/painting and general Maintenance operations.
- Maintain proper records of maintenance program, material requisition and job card.
- Perform all type of maintenance, plumbing repair, HVAC/VRF, power generation and distribution, laundry, kitchen equipment, swimming pools, all exhaust fans and supply.
- well versed in both mechanical and electrical disciplines.
- Flexible with shift schedule.
- Maintain a clean and neat work area and ensure supplies are well stocked.
- Respond to all emergency situations and participate in real time troubleshooting.
- Zero plant down time due to maintenance issues(re-work).
- Turnaround job preparation, planning, and execution.
- Maintenance budget development and stewarding against expenditure-cost control - Liaison with all interfaces for timely job completion.
- General management and administration& labor handling.
- Creates detailed work orders and prioritize work assigns to the lower staff.
- Supervised the work in short, long and planned term maintenance of the premises.
- Actively promote all company policies and expectations, especially in support of safety plans and results.

## **WORK EXPERIENCE:**

### **SENIOR COORDINATOR ENGINEERING Aug-2024-Running**

#### **R.M.I (REHMAN MEDICAL INSTITUTE A1250 Beds Hospital)**

- Responsible for the smooth& efficient operation & maintenance of engineering department.
- Maintaining all office documentation and SOPs.
- Execute all maintenance systems and plans.
- Assist to Chief engineer for executing of preventive, predictive, & breakdown maintenance management

plan HIPPO CMMS

- Execute complaint management system.

## **DEPARTMENT MANAGER ENGINEERING** Jan 2023-Aug 2024

### **CHASE UP YOUR SHOPPING PARTNER**

Worked on Chase up Mardan Project from concept to completion

- Responsible for vendors'/contractors management/dealings.
- To guide (Civil, Electrical, mechanical, HVAC/VRF/Plumbing) Technicians' team for Maintenance work.
- Managing maintenance, planning, organizing, scheduling, and executions.
- Supervising and administrate the workers during executions.
- Handling all documents regarding O&M.
- Define maintenance work timelines and maintenance quality standards.
- carrying out risk assessment.
- Organizing and train various professional people working on maintenance.
- Monitoring suppliers'/Sub contractors to ensure guideline are maintained.

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## **ASSISTANT MANAGER WORKSHOP AND FACILITIES MANAGEMENT** Oct 2021 – Aug 2023

DAEWOO/ BRT GREEN LINE KARACHI • Karachi

- Responsible for hybrid buses of workshop maintenance management system.
- Pit inspection,
- Coordinate with operation team.
- Critical parts purchasing and storing.
- Maintaining daily parts consumption reports,
- Preparing daily hand over sheet - Lead a team of 180 workshop personnel.
- Prepare daily maintenance work methods. - Team training and coaching of maintenance team, - Provide technical support to the team.
- Daily cleaning and washing of auto wash system - Re -fueling & recharging of Hybrid buses.
- Prepare planning and execute preventive, corrective and break down maintenance.

## **OFFICER MAINTENANCE**

Oct 2020 - Feb 2020

KOHINOOR CHEMICALS SOAP AND DETERGENT COMPANY • Karachi

- Responsible for preventive, corrective, predictive and break down maintenance of manufacturing plant.
- Responsible for the operation and maintenance of power generation system, chiller plant, cooling towers, workshop management, job card and maintain daily maintenance log book. - - - Responsible for the safe operation of the manufacturing system. Parts ordering and storing. Root cause trouble shooting.
- Preparing annual maintenance budgets.
- Lead a team of maintenance and provide technical support and maintenance working methods
- Daily parts Consumption reports.
- Daily working tools inspection.
- Repairing of Pneumatic and Electro hydro system/steam ejectors.

Maintain daily operation and maintenance of Boiler and with associated ancillaries, Coordinate with Boiler inspector for the inspection of Boilers.

### **REPAIR & MAINTENANCE ENGINEER**

Feb 2020 - Oct 2021

SHAUKAT KHANUM MEMORIAL CANCER HOPITAL AND RESEARCH CENTER KARACHI • Karachi

- Lead a team of Building maintenance.
- Prepare plan for BMS.
- Responsible for the operation and maintenance of HVAC/Chiller plant system, power generation, & hospital facilities equipment management system - Direct report to the Director of engineering.
- Responsible for the safety and security equipment installed in hospital.
- Critical parts purchasing and storing.
- Daily maintain log sheet and report to the director of engineering.
- Maintain ISO-2015 QMS & EMS 14001 documentations.
- Provide safe working environment to the staff and patients.
- MEP, electrical, electronic equipment repairing. Hospital operation and maintenance management keep update.
- Dealing with government departments.
- Dealing with contractor/vendors
- Material requisitions and spare arrangement. Quotations approving and provide clearance certificate to the clients.
- Quality auditing. Walk around inspection report.

### **SENIOR ENGINEERING & HSE SUPERVISOR**

Jan 2016 - Oct 2020

BAHRIA TOWN KARACHI • Karachi

- Responsible for Bahria dancing fountain operation and maintenance.
- Responsible for golf Course irrigation system, sprinkling and drip irrigation system.
- Responsible for preventive, corrective and break down maintenance of all types of pumps, filtration plant, color LEDs, Air compressors, all types of pumps, PLC & DCS operated plant, motors, nozzles, flames, and color projectors and equipment installed in pool for dancing fountain.
- Lead a team of maintenance and provide technical support to the team.
- Provide safe working environment to the staff and visitors.
- Responsible for power generation plant and HVAC/Chiller plant.
- Systems Operates check and test the dancing Fountain.
- Responsible for power distribution Control systems. - Maintenance of golf course machineries

### **MAINTENANCE SUPERVISOR**

Jan 2013 - Jan 2017

JOHNSON AND JOHNSON PHARMA • Karachi

- Responsible for the operation and maintenance of pharma manufacturing machineries
- Responsible for HVAC, compressors, air handling unit, fan coil unit, Chiller plant water & air cooled, power generation, cGMP and GMP & generating SOPs. - Prepare/Generating and review technical SOPs - Parts ordering and storing.
- Provide technical support the maintenance team.
- Maintain ISO Certifications.
- Maintain firefighting equipment, emergency fire pump and security system update.
- Provide training and coaching to the maintenance team & staff.

**SAFETY ENGINEER/SAFETY ADVISOR** May 2011 - May 2013

FRONTIER GROUP OF COMPANIES a manufacturer of chip board and MDF • Peshawar

Prepare and plan safety management system.

- Hazard identification and risk assessment.
- Provide safe working practice to the employees.
- Responsible for safe operation of the plant.
- Provide training and coaching to the employees and team.
- Preparing Sops, implementing, executing, monitoring and reviewing the HSEQ.
- Maintain fire fighting and fire emergencies system in operations.
- Fire drill and emergency evacuation plan ERP.
- Prepared fire fighting team within the employees for emergencies.
- Maintain training schedule for employees.

**MAINTENANCE & ADMINISTRATION MANAGER**

Jan 2010 - Apr 2011

HABIB PUBLIC SCHOOL • Karachi

- Responsible for all operation and Preventive maintenance of the school building management system.
- Transport management & dealing with government department.
- Responsible for HVAC/Chiller plant(VRF-MRV-5), power generation, RO plant, and pool water treatment plant. - Daily chemical dosing.
- Responsible for Purchasing, Procurement, storing, horticulture, filtration plant and Equipment installed in the school facilities.
- General SOP's generating and continuous improvement of the facilities.
- Assist in the Board Examination.
- Contractor/vendors dealing and resources management.

**MAINTENANCE SUPERVISOR**

Nov 2008 - Jan 2010

VOLVO PAKISTAN LTD & ATLAS CAPCO • Karachi

- Responsible for the warranty maintenance in after sales service department.
- Using special maintenance Tools/ software like VODIA, CADPRO, MATRIS.
- Responsible for the maintenance of marine engines ECU based which was fitted in the boats.
- Provide maximum customers satisfaction & provide technical assistance.
- Daily parts consumption report. Maintain daily log book.
- Daily visit on different client sites for maintenance & for Parts supply.
- PDI (Pre-delivery inspection) report submission.
- Maintain Workshop tools and working on engines overhauling.

**ENGINE ROOM ASSISTANT**

Dec 2005 - Nov 2008

VELA SHIPPING COMPANY • Karachi

- Responsible for the maintenance and watch keeping duties of main and auxiliaries of ship.
- Responsible for the operation and maintenance of the main engine, DG sets, pumps, fresh water generator, incineration plant, sewage plant, waste management system and deck machineries.

**BUILDING MAINTENANCE SUPERVISOR**

Jun 2004 - Dec 2005

PARK TOWER SHOPPING MALL CLIFTON KARACHI • Karachi

- Responsible for the smooth operation of the shopping mall building

- Responsible for the operation and maintenance of HVAC/Chiller plant, power generation, fire and security system, mall ventilation system, storage area, parking area.
- Risk assessment, fire prevention, emergency response planning, fire detection and
- Firefighting equipment maintenance, safety training, investigations, regulatory compliance,

Incident response, documentation, external collaboration, equipment and resource management.

- Maintain safe working practice in the mall area.

### **ASSISTANT SHIFT ENGINEER**

Feb 2002 - Jun 2004

GADOON POWER PLANT • Swabi

- Responsible for the smooth & efficient operation and maintenance of 35 MW PLC operated plant.
- Operation and maintenance of the exhaust gas boilers, ensure water level maintain.
- Maintain Daily chemical dosing of cooling towers, load calculation & fuel consumption.
- Maintain power supply to the plant, switch gears, distribution box and panels.
- Maintain daily plant maintenance log book, parts procurement and safety check list.

### **PLANT MAINTENANCE & SAFETY SUPERVISOR**

Jul 2000 - Feb 2002

PROCON PIPELINE a contractor of BRITISH petroleum • Karachi

- Responsible for the operation and maintenance of pipe line Constriction machineries.
- Parts and ordering/materials requisition and purchasing.
- Responsible for maintenance of earth moving machineries.
- Employees training and developing.
- Provide minute of meetings.
- Daily job safety analysis.
- Maintain attendance sheet.
- Maintain daily maintenance logbook.
- Daily tool box talks.
- Prepare site for carrying activities.
- Maintain daily work progress report.tr
- Lead and execute the equipment daily check list & maintenance management plan.
- Provide PPE to the employees according to the work activities.
- Compliance and execute the 8 Golden rules for safety of the British Petroleum safety standard Protocols.

### **SENIOR SUPERVISOR- WORKSHOP**

Jun 1998 - Jul 2000

PREMIER MERCANTILE SERVICE PVT LTD (Port Materials Handling) stevedoring and forwarding company • Karachi

- Responsible for the operation and maintenance of Port material handling equipment.
- Responsible for the workshop management system.
- Responsible for the preventive, corrective and break down maintenance of reach
- Stickers, RTG, Trailers, STS cranes (ship to shore and shore to ship) transport management, - Store management, Maintain HSE in workshop and outside.
- Parts ordering and storing.
- Maintain daily log sheet. Daily parts consumption reports, for future references.
- Maintenance of pneumatic and electro hydraulic system.
- Maintain daily re fueling of machineries.

- Root cause trouble shooting.
- Engines major and top end over hauling.
- Maintain spare inventory, parts procurement in the store stocked.
- Lead & guide a workshop maintenance team.
- Provide suggestion & final decision on critical issues.
- Maintain documentation & job cards.
- Quotation improving and provide final payment clearance certificate.

### **FIFTH/V-ENGINEER/JUNIOR ENGINEER**

Jan 1995 - Jun 1998

SHIP YARD • Karachi

- Responsible for ICE (internal combustion engine) workshop management system.
- Supervised and carried out duties on main engines and auxiliaries' machineries fitted on boats and in vessels engine room & on deck.
- A veteran member of ship repairing team.
- Lead a team with in the team.
- Responsible for preventive, corrective, and break down maintenance of the ship power generating system.
- Carried out and execute the ship maintenance management plan.
- Daily parts procurement and consumption report.
- Provide technical Guidance to the maintenance team.
- Maintain maintenance within the sanctioned budgets.
- Maintain daily log book.
- Assist second engineer for any kind of issue.

### **EDUCATION**

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MS (Manufacturing) continuing from INDUS University Karachi.

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#### **Bachelor of Technology 04 years Program**

Feb 2007 - Aug 2011

Indus University KARACHI • Karachi

- I have done my Bachelor of Technology 04 years' programs from Indus University Karachi Pakistan with prestigious position, Got Silver Medal. (3.5/4.0) CGPA

#### **Post Diploma of Associate Engineer 04 years Program**

Pakistan Navy Engineering College Karsaz Karachi

May 1991-sep 1995

- I have done Post Diploma of Associated Engineer (Marine/Mechanical) from Pakistan Navy Engineering College Karsaz Karachi representing B+ Grade.

## SKILLS

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- Maintenance and Repair - Health and Safety – Pro- active - Team leadership-
  - Communication - Interpersonal - Team player - Problem solving - Judgment and Decision making
  - Organizational - Time management - Customer Services - Energy conservation - Hazards

analysis and critical control points - Roots case troubleshooting - Analytical thinking - Team building - Continues improvement - Technical support strategy - Quality auditing - maintenance management plan - preventive ,corrective, predictive planned/scheduled and Breakdown maintenance -maintain daily logbook and parts consumption report for future references - Daily hand over sheet preparing - electrical and electronics equipment repairing - Energy load management system - MS Word-MS office-MS excel - Heat calculation, LT/HT panels-SMBDs,- DBs-ATS Panel- heat calculations - Switch gears

–Writing - Standard operating procedure SOPs generating and reviewing - Implementation and Reviewing-Risk assessment - Hazard identification and risk assessment - change management - incident investigating –Renovation - purchasing 38- Team work - M.E.P management - Operation and maintenance -Vendors/contractors dealing - Exhaust emission control 43- Training and coaching - Supervisory - Workshop management - HSE management system - Material handling and storing - HVAC/Chiller plant /VRF system MRV-5 – Air handling unit - Fan coil unit - Firefighting - safety analysis - Fire prevention - Preparing - planning - Testing and inspection - monitoring - evaluation, - Executing - Reviewing maintenance and HSEQ.- Ship Engine room and Deck machineries watch keeping duties& their maintenance.- dismantling and Re-assembling.

## PROFESSIONAL CREDENTIALS

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- Advance firefighting, firefighting strategy& Fire Suppressions technique
- Bachelor of technology mechanical
- Diploma of Associate Engineer(Marine/Mechanical)
- Basic chemical tanker Safety
- Basic fire fighting
- Certificate of competency for DIESEL ENGINE from Marine Mercantile department Karachi Pakistan
- Elementary first Aid
- Engineering Management
- IOSH (Managing Safely)
- Nuclear Chemical Biological and Damage Control
- OSHA 30 HRS
- Personal safety and social responsibilities
- Personal survival technique
- Silver medal achievement Certificate
- Tanker safety Familiarization
- NEBOSH IGC
- HSE Inspector
- Office Automation

## VOLUNTEER WORK

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**Coordinator Flood Relief**

Jan 2007 - Dec 2020

Hands • Nowshera

I was the active member of Emergency Disaster Team of earth quake, firefighting and flood relief evacuation team.

## AWARDS AND HONOURS

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**Silver Medal**

2012

I have done my Bachelor of Technology in Mechanical Engineering Technology from INDUS University Karachi Pakistan with prestigious position got silver medal which awarded by Governor Sindh in Convocation on Feb-2012.