

CURRICULUM VITAE

TAMANNA IQBAL

Mobile: +91 -7011937347

+971-569376797

Email: tannaiqbal@outlook.com



POST APPLIED FOR :- MEP Supervisor

CAREER OBJECTIVE:

Seeking a suitable position of MEP Supervisor in well reputed organization, which can utilize my theoretical knowledge, field experience, logical approach and inter personal skills for the development of the organization and provides me generous opportunities for career growth.

EDUCATIONAL QUALIFICATIONS:

- **Professional Graduate In Electrical Engineering** from **International Institute of Management & Technical Studies** (accredited by the British Accreditation Council) In 2020 (Attested from UAE Embassy & UAE MOFA).
- **Diploma in Electrical Engineering** from **NIT INSTITUTE** Jamshedpur Jharkhand India in 2014 (Attested from UAE Embassy & UAE MOFA).
- **10+2** from **BSEB** – Patna Bihar India in 2011.
- **10th** from **M.S.B.S.H.S.E** –Pune (Maharashtra, India) In 2009.

PROFESSIONAL QUALIFICATION:

- **UAE Driving License LMV Automatic** (Valid Up to July 2026)
- **Fire Warden with Fire Extinguishers** From **JAHEZIYA** Musaffah Abu Dhabi in Feb 2022 – Valid up to Feb 2025
- **IOSH Working Safely Course** Completed from **IOSH** in Association with Euro Gulf Safety Consultant in 2021
- **Diploma In AUTOCAD** From **CADD Centre Training Services**, Mumbai, Bandra , In 2013.
- **Diploma In Computer Office Management** From **National Computer Centre** , Bhiwandi Maharashtra In 2008.

PERSONAL STRENGTH :

- ✓ Good knowledge of using CAFM
- ✓ Knowledge on MS Office.
- ✓ Fluent communications skills.
- ✓ Good knowledge of safety.
- ✓ Ability to lead team.
- ✓ Ability to work on pressure.

1. ABROAD EXPERIENCE:

- **Company** : JBI PROPERTIES SERVICE (a Serco group company)
- **Department** : Engineering Services
- **Designation** : MEP Team Leader
- **Work Duration** : August 2019 – October 2024
- **Job Location** : GALLERIA AMI –Abu Dhabi

RESPONSIBILITIES AND DUTIES:

- ✓ Manage and supervise the daily activities of the technical team
- ✓ Leading the MEP Team
- ✓ Making shift report & Submitting to Management
- ✓ Assigning PPM and Reactive Task
- ✓ Monitoring life cycle project of water proofing of Al Maryah Island
- ✓ Preparing Monthly PPM Reports
- ✓ Preparing Inspection report as per advised by Engineer
- ✓ Preparing monthly utility consumption reports
- ✓ Ensures optimal usage of manpower and resources
- ✓ Oversee employees' performance, provide guidance, support,
- ✓ Identify of staff development needs, and manage the reciprocal relationship between staff and the organization so that each is successful.
- ✓ Responds to all reactive maintenance within the specified service level agreements and operational policies.
- ✓ Managing the Monthly PPM workflow.
- ✓ Giving Training to new hires.
- ✓ Reporting to senior management.
- ✓ Coordinating with 3rd party contractor for Lift, Fire, Sliding door, Shutter door, Bollards and revolving door related issues or PPM
- ✓ Providing support to retail fit out contractors for FA & FF Isolation or Energization
- ✓ Providing support to retail fit out contractors for FACP Power Relocation work
- ✓ Evaluating staff performance and providing feedback to Management.
- ✓ Identifying and applying career advancement opportunities.
- ✓ Helping to resolve employee issues and disputes.
- ✓ Making Daily Shift report and submitting to Management.
- ✓ Giving priority to complaint as per the nature of the complaints, location of the complaints, affecting .
- ✓ Inspecting DLP Jobs after completion by Contractor.
- ✓ Making Daily and monthly reports for DLP Jobs Progress and Submitting to Sr. Engineer.
- ✓ Closing DLP jobs in PDA After inspection and maintaining records and reports submitting to Sr. Engineer.

- **Company** : Serco LTD. (Dubai Branch)
- **Department** : Engineering Services (Dubai Airports)
- **Designation** : Electrical Technician Cum MEP Team Leader
- **Work Duration** : October 2018 – August 2019
- **Job Location** : Dubai International Airport T-2

- > **Company** : Imdaad L.L.C (Dubai International Airports)
- > **Department** : Engineering Services (Dubai Airports)
- > **Designation** : Sr. Electrical Technician
- > **Work Duration** : February 2016 – September 2018
- > **Job Location** : Dubai International Airport T-3

2. INDIAN EXPERIENCE:

- **Company** : Gopinath Engineering Co. Pvt. Ltd.
- **Designation** : Electrical Technician
- **Work Duration** : Aug 2012 – Jan 2016
- **Work Location** : Mumbai , India.

PERSONAL DETAILS:

- **Date of birth** : 24-01-1993
- **Gender** : Male
- **Marital Status** : Married
- **Nationality** : Indian
- **Languages Known** : English, Hindi and Urdu
- **Passport Number** : W7371217
- **Date of issue** : 24-07-2023
- **Date of Expiry** : 23-07-2033
- **Visa Status** : Cancelled
- **Present location** : India

DECLARATION:

I assure of working to the best of my abilities and apply my knowledge efficiently and honestly where ever needed in the development of the organization.

Tamanna Iqbal

Signature