



MANZURUL KOUNEN

HVAC SUPERVISOR

TOTAL EXPERIENCE

TOTAL EXPERIENCES (IN YEARS): 16 YEARS

TOTAL GULF EXPERIENCES (IN YEARS): 12 YEARS

TOTAL EXPERIENCE WITH M/s JUMA AL MAJID: 8 YEARS

PROFILE

Efficient HVAC Supervisor with strong background in managing complex heating, ventilation, and air conditioning systems. Skilled in leading teams, troubleshooting issues, and ensuring compliance with safety regulations. Committed to optimising system performance, reducing downtime, and delivering high-quality service. Brings valuable leadership and technical expertise to drive operational success and customer satisfaction.

WORK EXPERIENCE

JUMA AL MAJID OPERATIONS AND

MAY 2023 - PRESENT

MAINTENANCE, ABU DHABI | Abu Dhabi

HVAC Supervisor

- Troubleshooting defective HVAC systems and equipment to make diagnoses.
- Closing of corrective maintenance in quick time to reduce the breakdown period of chiller, AHU, FCU, FAHU, package units, VRF, VAV, MSU, cold storage, and WU.
- Performing preventive maintenance by cleaning reheat coils and air handling units, and monitoring and calibrating air handling units.
- Improving air quality by cleaning ducts to optimize efficiency.
- Performing emergency repairs promptly and efficiently.
- Ensuring compliance with appliance standards, and with the Health and Safety Act.
- Perform other functions that may be assigned by the service coordinator or manager.
- Complete and submit needed paperwork in a timely manner to the service coordinator.
- Give advice on additional services to customers that may be beneficial to them
- Addressing mechanical and electrical issues with HVAC systems.
- Meeting client demands, work instructions, and service standards.
- Drafted detailed reports on maintenance activities, system performance, and future recommendations for management review.
- Updated technical documentation and maintenance records, ensuring accurate tracking of system history and interventions.
- Supervised installation, maintenance, and repair of HVAC systems, ensuring compliance with safety standards and regulations.
- Monitored climate control systems during critical periods, adjusting settings for optimal comfort and energy efficiency.
- Managed inventory of HVAC parts and equipment, ordering supplies as needed while adhering to budget constraints.
- To carry out investigations for the purposes of resolving complaints and breakdown issues.

CONTACT

+971-555436327

manzurulkounain3185@gmail.com

Abu Dhabi

EDUCATION

01/2012

RAJIV GANDHI INSTITUTION OF MANAGEMENT AND TECHNOLOGY

- Diploma | Mechanical Engineering

01/2007

CHITARPUR INTER COLLEGE, CHITARPUR

- Intermediates (12th)

01/2005

GM HIGH SCHOOL, RAMGRAPH CANTT

- Matric (10th)

UAE DRIVING LICENCE

Driving license No: 2973135

Date of Issue: 14/12/2023

Expiry date: 13/12/2025

PASSPORT DETAILS

Passport No: V88334953

Date of Issue: 11/10/2021

Expiry date: 10/10/2031

SKILLS

- Microsoft Office
- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Intermediate)
- Arabic (Intermediate)
- Hindi (Fluent)

JUMA AL MAJID OPERATIONS AND MAINTENANCE, ABU DHABI | RUWAIS

MARCH 2017 - APRIL 2023

HVAC Senior Technician

- Troubleshooting defective HVAC systems and equipment to make diagnoses.
- Closing of Corrective Maintenance in quick time to reduce the breakdown period of Chiller, AHU, FCU, FAHU, Package Units, VRF, VAV, MSU, Cold storage & WU.
- Performing preventative maintenance by cleaning reheat coils and air handling units, and monitoring and calibrating air handling units.
- Improving air quality by cleaning ducts to optimize efficiency.
- Performing emergency repairs promptly and efficiently.
- Ensuring compliance with appliance standards and with the Health and Safety Act.
- Perform other functions that may be assigned by the service coordinator or manager.
- Complete and submit needed paperwork in a timely manner to the service coordinator.
- Give advice on additional services to customers that may be beneficial to them.
- Addressing mechanical and electrical issues with HVAC

SHBC W.L.L | Kuwait

DEC 2012 - OCT 2016

HVAC Technician

- Troubleshooting defective HVAC systems and equipment to make diagnoses.
- Closing of Corrective Maintenance in quick time to reduce the breakdown period of Chiller, AHU, FCU, FAHU, Package Units, VRF, VAV, MSU, Cold storage & WU.
- Performing preventative maintenance by cleaning reheat coils and air handling units, and monitoring and calibrating air handling units.
- Improving air quality by cleaning ducts to optimize efficiency.
- Performing emergency repairs promptly and efficiently.
- Ensuring compliance with appliance standards and with the Health and Safety Act.

DECLARATION

I hereby declare that all the information given above are true and correct with the best of my knowledge and I bear the responsibility of the above mentioned particulars.

DATE:

SIGNATURE

PLACE: