

# CURRICULUM VITAE



## **AVINASH K MENON**

*Resident Visa*

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### **CAREER OBJECTIVE**

Experienced professional in business development and operations management with a strong mechanical engineering background. Proficient in AutoCAD and strategic planning, dedicated to enhancing growth and operational efficiency.

### **WORK EXPERIENCE**

[Leena World Technical Services Est.](#)  
[Al Quoz Ind. Dubai, UAE](#)



[Business Development Executive & Operations Manager | February 2023 – Present.](#)

#### **Strategic Business Development & Client Relationship Management:**

- Developed and executed strategies to drive business growth in the technical services sector, focusing on maintenance contracts (AMC), equipment supply, and installations.
- Identified and pursued new business opportunities, built and maintained strong client relationships, and acted as the primary contact for inquiries, ensuring high satisfaction and repeat business.

#### **Operational Efficiency & Technical Coordination:**

- Oversaw daily operations, including office management, procurement, and resource allocation, to ensure smooth business functions and enhance operational efficiency.
- Coordinated and supervised mechanical maintenance activities, including preparing work orders and layout drawings using AutoCAD. Monitored project progress, ensured compliance with specifications and safety standards, and resolved technical issues.

#### **Team Leadership & Reporting:**

- Led and mentored a team, setting clear goals and conducting performance evaluations to drive team success.
- Prepared and presented comprehensive reports on business development activities, operational performance, and financial metrics, supporting informed decision-making and strategic planning.

[Al Awai Electrical Power Equipment Installation L.L.C](#)  
[Al Quoz Ind. 4 Dubai UAE.](#)



[Warehouse Supervisor | Mechanical Engineer | July 2020 – December 2022](#)

#### **Warehouse and Inventory Management:**

- Supervised warehouse staff, managed daily activities, and ensured timely delivery of goods and materials.
- Coordinated inventory levels, ordered supplies, and maintained compliance with health and safety regulations.

#### **Technical Planning and Coordination:**

- Designed and planned mechanical maintenance activities, including preparation of work orders and layout drawings using AutoCAD.
- Monitored quality, checked materials, and ensured compliance with project specifications and safety standards.

#### **Project Management:**

 <p>AL AWAI العوي لتكيب معدات نقل الطاقة الكهربائية (ش.م.م.) Electrical Power Equipment Installation LLC</p>	<ul style="list-style-type: none"> <li>• Liaised with project engineers, resolved technical issues, and managed procurement processes to meet specified requirements.</li> <li>• Prepared technical reports, bills of quantities (BOQs), and daily/monthly reports, ensuring timely project completion.</li> </ul>
<p><a href="#">GULFTECH MEP</a> <a href="#">Thrissur Kerala India</a></p> 	<p><a href="#">Mechanical Draftsman   (Sep 2019)</a></p> <ul style="list-style-type: none"> <li>• Proposed 2B+G+3P+32 residential tower – A &amp; Residential -B on Plot No. C-005-009 Te-com Dubai</li> <li>• G+2 Labor c accommodation camp at Dubai Investment Park for Proscap LLC.</li> </ul> <ul style="list-style-type: none"> <li>▪ Substantial knowledge of HVAC system-related codes</li> <li>▪ Excellent skills in computer programs applications and software</li> <li>▪ Superior ability to stack out details for pump chiller and AHU</li> <li>▪ Designing of Electrical Single Line Diagram based on Load study, Lux Calculation, Rating, Calculations of Switch Gears, Earthling.</li> <li>▪ Expertise in HVAC, Firefighting, Drainage and Water supply.</li> <li>▪ Aware of designing ducts, piping, grills and diffusers for HVAC system.</li> <li>▪ Preparing all sorts of mechanical shop drawings including plans, Elevations &amp; Sections</li> <li>▪ Presentation drawing</li> </ul>
<p><a href="#">G7 CR TECHNOLOGIES INDIA Pvt. Ltd.</a> <a href="#">Bengaluru, Karnataka, India</a></p> 	<p><a href="#">Customer Care Executive   December, 2018 – June, 2019</a></p> <ul style="list-style-type: none"> <li>▪ Managing a team of representatives offering customer support.</li> <li>▪ Overseeing the customer service process.</li> <li>▪ Resolving customer complaints brought to your attention.</li> <li>▪ Monitoring the work of individual representatives and of the team.</li> <li>▪ Conducting quality assurance surveys with customers and providing feedback to the staff.</li> <li>▪ Possessing excellent product knowledge to enhance customer support.</li> <li>▪ Maintaining a pleasant working environment for your team.</li> </ul>
<p><a href="#">SPACE MEP Consultants</a> <a href="#">Thrissur Kerala India</a></p> 	<p><a href="#">Internship for MEP Design Engineer   December 6th 2017 to 5th March 2018</a></p> <ul style="list-style-type: none"> <li>▪ Following specifications and calculations to create various technical drawings.</li> <li>▪ Preparing both rough sketches and detailed work with CADD systems.</li> <li>▪ Performing calculations for materials and weight limitations.</li> <li>▪ Communicating with architects and engineers, and incorporating knowledge gained into drawings.</li> <li>▪ Preparing, reviewing and redrafting alongside the engineering team.</li> <li>▪ Ensuring final designs are compliant with building regulations.</li> <li>▪ Identifying and communicating potential design problems to the rest of the team.</li> </ul>
<p><a href="#">Indian Oil Corporation Limited, GOA Divisional Office</a> <a href="#">Bogda, Goa India</a></p> 	<p><a href="#">AutoCAD Draftsman   December 2016 to May 2017   Contract for 6 Months</a></p> <ul style="list-style-type: none"> <li>▪ Petrol pump existing design and adding new features in it as per the client.</li> <li>▪ Reviewing the sketches and blueprints during the meetings.</li> <li>▪ Redesign the design to enhance the functionality of the project.</li> <li>▪ Storing and filing the projects for future references.</li> </ul>

**EDUCATIONAL QUALIFICATION**

- **Certification for HVAC Designing & Drafting (September 2019 to November 2019)**
  - Gulf Tech MEP Training Centre LLP, Thrissur Kerala India
- **Certification for MEP Design & Drafting (December 2017 to March 2018)**
  - Space MEP Academy, Thrissur Kerala India
- **Certification for AutoCAD 2D (August 2016 to November 2016)**
  - OG Tech Institute of Technology, Thrissur Kerala India
- **Diploma in Mechanical Engineering (2013-2016)**
  - Jeeva's Polytechnic College (Chennai DOTE University) Coimbatore Tamil Nadu India
- **PROJECTS**
  - Generation of electricity using the flow or velocity of exhaust gas of the engine.
- **High School CBSE** – S.N Vidya Bhavan Senior Secondary School

### **Software & IT SKILLS**

- DuctSizer
- Mechanical Cad
- HAP (Hourly Analysis Program)
- AutoCAD
- Microsoft Office (~Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Outlook)

### **PERSONAL DETAILS**

Date of Birth : 20/11/1995  
 Father's Name : Krishnanunni. P  
 Mother's Name : Vasa. K  
 Nationality : Indian  
 Languages known : English, Malayalam, Hindi, Tamil  
 Driving License : Indian Driving License

### **PASSPORT & VISA DETAILS**

Passport Number : **P6742819**  
 Date of Expiry : 03/02/2027  
 Place of Issue : Cochin  
**Visa Status : Resident Visa**  
**Date of Expiry : 12/10/2025**

### **DECLARATION**

I hereby declare that all the facts stated above are true and correct to the best of my knowledge and belief.

*Sincerely,*  
**Avinash K Menon**