

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

<p>Leena World Technical Services Est. Al Quoz Ind. Dubai, UAE</p>  <p>مؤسسة عالم لنا للخدمات الفنية LEENA WORLD TECHNICAL SERVICES</p>	<p>Business Development Executive & Operations Manager February 2023 – Present.</p> <p>Strategic Business Development & Client Relationship Management:</p> <ul style="list-style-type: none">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. <p>Operational Efficiency & Technical Coordination:</p> <ul style="list-style-type: none">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. <p>Team Leadership & Reporting:</p> <ul style="list-style-type: none">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.
<p>Al Awai Electrical Power Equipment Installation L.L.C Al Quoz Ind. 4 Dubai UAE.</p> 	<p>Warehouse Supervisor Mechanical Engineer July 2020 – December 2022</p> <p>Warehouse and Inventory Management:</p> <ul style="list-style-type: none">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. <p>Technical Planning and Coordination:</p> <ul style="list-style-type: none">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. <p>Project Management:</p>

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

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