

KAMRAN REHMAN

**Karachi - Pakistan**

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# Professional Summary

To work towards a job within an organization where I am in a position of responsibility and I am able to use my skills and experience to commit myself to achieve organizational goals and targets efficiently and successfully. Collaborative leaders with dedication to partnering with co-workers to promote, engaged and empowering work culture. Documented strength in building and maintaining relationships with diverse range of stakeholders in dynamic fast-paced settings.

# Skills

* Customer Service Standards
* Customer Services & Care
* Basic Computer Knowledge
* Good Communication Skills
* Leadership Qualities
* Quick Leaner
* Problem Resolver
* Team Leader
* Organization & Time Management
* Decision Making
* Flexible & Adaptable

# Work History

## HVAC & PLUMBING ASSISTANT TECHNICIAN 01/2022 – 05/2023

**Patel Construction Company**

* + Preventive and corrective maintenance of HVAC.
  + Maintenance of AHU, FCU, FAHU and Exhaust fans.
  + AHU, FCU, FAHU, cooling coil service.
  + Attending minor complaints in Plumbering and electrical.
  + Contribute to the repair on demoestic and commercial water and waste pipelines.
  + Complete simple task independently. Indetify leak and unblocking drains.
  + Follow instruction and work closely with the plumbers to complete jobs.
  + Assist technician with the installation of HVAC Systems.

## HVAC & PLUMBING ASSISTANT TECHNICIAN 01/2011 – 10/2021

**Juma Al Majid Group Dubai, UAE**

* + Removed old equipments from customer’s homes and clean up areas to prepare for new installations.
  + Increase longevity of HVAC systems by peforming prevetive maintenance.
  + Lubricate shaft and bearings to protect from moisture and corrision
  + Use tools to install, connect and adjust thermosats, humidstats and timers.
  + Utilize pressure gauges and soap and water solutions to test pipe and tubing joints for leakage.
  + Maintain environmental conditions by rebuilding and replacing faulty components.
  + Install bypass dampers, low voltage wiring, smoke detectors, split system and package unit in commercial or residential buildings.
  + Install components to imrpove HVAC system performance.
  + Reaplce bearing pumps seals and packing.
  + Perform routine maintenance of plumbing systems in residential and commerical buildings.
  + Setup appliances like water hearters, filters, fixing auto shattaf, shower hose, shower head, bath tube repairing and drain line blockage cleaning.
  + Use clamps and brackets to attach pipes to wall, structures and fixtures.

## CUSTOMER SERVICE ASSISTANT 11/2002 – 10/2010

**Emarat Petroleum, Dubai, UAE**

* + Worked as a supervisor to fulfill store activities.
  + Worked as a cashier to maintain and collect cash on daily basis.
  + Handling day to day company’s banking transactions.
  + Collect customer feedback and made process changes to exceed customer satisfaction goals.
  + Suggest best-fit offerings from available products and service to capatilize on upsell opportunities.
  + Maintain clean and organised work environment to maintain customer safety.
  + Describe product to customers and how best to care for merchandise.
  + Built strong relationship with customers and colleagues by providing friendly and personable service.

# Education

High School Diploma – Karachi Pakistan May 1997

# Languages

* + Urdu (Native Language)
  + Arabic (Intermediate) B1
  + English (Intermediate) B1

**Personal Profile**

Date of Birth : 25-9-1978

Nationality : Pakistani

Marital Status : Married

Languages : Urdu, Hindi, English & Arabic

PassportNo : AD9156304

# Reference

Available upon request