



Ajmal Shajahan

Mechanical Engineer, Follow Up & Coordination Administrator

✉ ajmalshajahan4494@gmail.com ☎ +971-56 242 8583
📍 Lekmeri Grocery, Al Turfa Street, Near Public Service Department Ras al Khaimah Ras al Kh...

Profile

Experienced Controller with a diverse background in mechanical engineering and project management. Skilled in computer systems, teamwork, and analytical thinking. Strong ability to work under pressure and solve problems with strategic planning and organizational skills. Currently serving as a Controller for the Public Service Department Government of Ras Al Khaimah, overseeing operations and coordinating follow-up activities. Previously worked as a Mechanical Supervisor, ensuring the smooth functioning of mechanical systems. Looking to leverage my skills and experience to contribute to the success of a forward-thinking organization. Committed to continuous learning and making a lasting impact in the field of mechanical engineering through technical excellence and sustainable practices.

Education

High School Scholars Indian School, Ras al Khaimah	2011
Higher Secondary School Ezhipuram HSS Paripally, Kollam	2013
Graduation Degree James College of Engineering and Technology, Kanniyakumari	2017
Certifications in Non-Destructive Testing Arcite Institute, Kollam, Kerala <ul style="list-style-type: none">Liquid Penetrate TestingRadiographic TestingMagnetic Particle TestingVisual TestingUltrasonic Testing	2017

BIM Training The BIM skills, Training and Consulting Company, Karnataka BIM MEP: Building Modeling (Mechanical, Electrical, and Plumbing). A solid understanding of architectural, structural, and MEP (Mechanical, Electrical, and Plumbing) systems is crucial. You need to be knowledgeable about construction processes, and can identify and resolve clashes, conflicts, and coordination issues in the BIM model	2023 – Present
--	----------------

Employment

Sales desk clerk Lekmeri Supermarket <ul style="list-style-type: none">Greeted customers in a friendly and professional mannerHandled customer complaints calmly and professionally, resolving customer issues in a timely mannerCreated reports and documents as requested by the office managerLearned and followed all store policies and procedures, resulting in fewer mistakes and improved customer serviceUtilized sales techniques and strategies to build customer relationships and close sales, resulting in a X% increase in salesOperated cash register, credit card machine, and other electronic equipment accurately and efficientlyAssisted customers with locating items and providing product information	2022
---	------

Personal details

Date of birth April 4, 1994
Driver's license 218930
Gender Male
Nationality Indian
Civil status Married
LinkedIn linkedin.com/in/ajmal-shajahan-346b5427a
Passport No: T9203092

Skills

Ability to Work in a Team	
Project Management	
Computer Systems	
Analytical Thinking	

Languages

English	
Hindi	
Arabic	
Malayalam	
Tamil	
German	

- Processed transactions accurately and efficiently, ensuring that all transactions were completed within the established timeframe

Administrator Coordinator

Present

Public Service Department, Ras al Khaimah

- As a Follow-Up & Coordination Administrator
- Workshop Manpower Database.
- Daily Breakdown Report & Dashboard.
- EMV Availability & Breakdown Graph.
- Work Order Closure vs Opening.
- Excessive Downtime Report.
- Toll Gate Generators Inspection Report.
- Preventive Maintenance Dashboard.
- Preventive Maintenance Monthly Plan.
- Maintenance cost Plan.
- Logistic Department organization structure.
- Turning & Fabrication – Fabrication Projects.
- Turning & Fabrication – Waste Containers Monthly Delivery Cost Report.
- Turning & Fabrication – Waste Containers Weekly Delivery Report.
- Light Vehicles Minor & Major Breakdown Report.
- EMV Auction Report.
- Tools Inventory Report.
- Fire extinguishers list for audit.

Mechanical Supervisor

Present

Public Service Department, Ras al Khaimah

As a Mechanical Supervisor at the Public Service Department Government of Ras Al Khaimah, I played a crucial role in overseeing mechanical operations and ensuring the smooth execution of projects. My responsibilities included:

- Collaborating with cross-functional teams to develop and implement maintenance plans and schedules.
- Providing technical support and guidance to team members to resolve technical issues and ensure smooth operations.
- Diagnosed and repaired complex mechanical and electrical issues on a variety of vehicles

SAP PM Coordinator

Present

Public Service Department, Ras al Khaimah

- Two years of SAP experience, with a strong focus on sales, distribution, and plant maintenance
- Provided technical support and troubleshooting for Oracle database issues.
- Worked as an End user in SAP Plant maintenance module for automotive industry (Fleet management).
- Handled different SAP PM processes such as Corrective maintenance, Breakdown maintenance, Preventive maintenance and Overhauling process.
- Experienced in SAP PM processes such as Maintenance Notifications, Maintenance Orders, Actual work confirmation and Order settlement.
- Handled SAP processes such as Creating/Managing Purchase requisitions and Reservations.
- Hands on experience in extracting SAP reports related to Maintenance orders, Reservations and Purchase requisitions.
- In the process of integrating Plant Maintenance (PM) and Materials Management (MM).
- Creating and checking material requisitions (MR) and purchase requisitions (PR) for the maintenance tasks.
- Resolving any issues related to MR and PR.
- Creating service entry sheets and ensuring correct workflow processes.
- Resolving issues related to PR approval.
- Creating and checking sales and distribution processes, resolving issues and workflow problems.
- Closing corrective, preventive, and breakdown maintenance job orders and ensuring correct workflow.
- Generating and analyzing reports for corrective, preventive, and breakdown maintenance tasks.

Hobbies

- Outdoor Activities
- Movies
- Listening Songs
- Cycling
- Reading and Learning
- Camping

References

Moad Al Banki (Manager)
Public Service Department Ras al Khaimah, Ras al Khaimah
+971 52 645 2848, moad.albanki@psd.rak.ae

Declaration

I hereby declare that all the details furnished above are true and authentic.

Ajmal Shajahan