

RESUME



Abhay Gaikwad

Address: “Vaishali” Smruti Survey no 50/1/3

Opp B G Shirke Company Gate no 2

Pune 411001

Email: abhay.gaikwad1@gmail.com

Mobile: + 91-9049241435

EDUCATIONAL QUALIFICATION

- ☐ Diploma in Mechanical Engg.
- ☐ Equivalent to Graduate.
- ☐ Leadership Course / Management Course
- ☐ Fire fighting course

Total Experience

27 yrs. (15 years in Indian Navy)

12 years in General Administration (AFM / Utility in-charge)

COMPUTER PROFICIENCY

- ☐ Knowledge of MS office (Word, Excel, Power point, Internet)

INTEREST AND HOBBIES

- ☐ Interested in taking initiatives, new responsibilities, leadership, coordinating and working with higher and intellectual class of professionals.

ABOUT MYSELF

Good knowledge in troubleshooting, good communicator, Open minded,
Excellent interpersonal skills and positive attitude
Ability to deal with people diplomatically, willingness to learn.

KEY SECTOR**FACILITIES AND ADMINISTRATION****CAREER OBJECTIVE**

To contribute my sincere efforts for the growth and Prosperity of an organization through which I can seek a Career opportunity, where my dedication and hard work will gain me a position of substantial responsibility with potential for growth.

WORKING EXPERIENCE.

- Organisation** : **S O S Private Ltd**
Mumbai Andheri
- Company Profile** : SOS is a Facility providing Company.
- Designation** : Assistant Facility Manager
- Job Profile** : Maintaining vendor relationships.
: Up keeping records e.g. Checklist & Daily / Weekly / Monthly Management Reports.
: Spares forecasting & store management.
: Up keeping of Fire Fighting System & System Maintenance.
: Up-keeping of Petroleum products e.g. petrol, diesel,
: Responsible for 3 X 1250 kva, 750 kva, 4 X 380 kva DG set.
Looking after Security and Housekeeping Services
Recruitment of manpower
- Organization** : **Dolphin Group & Allied Services**
Navi peth - Pune
- Company Profile** : Facility Providing Company
- Designation** : Co-ordinator
- Job Profile** : Maintaining vendor relationship
: Up keeping records e.g. Checklist & Daily / Weekly / Monthly Management Reports.
: Spares forecasting & store management
: Up keeping of Fire Fighting System & System Maintenance
: Up-keeping of Petroleum products e.g. petrol, diesel, Lubrication oil, and grease.
: Handling Utility e.g. Boiler / AC plant & Cooling tower (225x2) / Diesel generators (500kva X 3) / Hot / Cold water / Hydro-pneumatic systems.

Looking after Security and Housekeeping .Services
Recruitment of manpower.
- Organization** : **Legion Management Services Pvt Ltd**
Kothrud Pune.
- Designation** : Senior. Manager
- Job Profile** : Responsible for all mechanical / Electrical Activities
: Forecasting of preventive maintenance schedule (52 Weeks)

. : Attending breakdowns
: Maintaining vendor relationship
: Up keeping records e.g. Checklist & Daily / Weekly / Monthly Management Reports.
: Spares forecasting & store management
: Up keeping of Fire Fighting System & System Maintenance
: Up-keeping of Petroleum products e.g. petrol diesel,
: Looking after Security and Housekeeping Services
: Recruitment of manpower

Organization : **Sai Developers**
B T Kawade Rd Pune

Designation : **Coordinator**

Job Profile : Responsible for Various Site Developments
Attending break downs
Maintaining vendor relationship
Up keeping of Fire Fighting Systems & System Maintenance

Organization : **Indian Navy**

Duration : **15 Years**

Designation : **Engine Room Artificer (Steam)**

Job Profile : Carried out day to day activity, preventive maintenance, (PPM / CBPM)
Troubleshooting & Defect analysis of Steam boiler, Steam turbine, Turbo
generators, Diesel generators, Pneumatic control system, Air conditioning
plant, Air compressors, Fire fighting systems, Precision fire fighting system
Cooling towers, Plumbing systems, Electrical systems,
: Up keeping of the maintenance Store.
: Record keeping.
: Maintaining vendor relationship

PERSONAL PROFILE

Name : Abhay Gaikwad
Date of Birth : 1st April 1966
National : Indian
Marital Status : Married
Languages Known : English, Hindi, and Marathi.

DECLARATION

I hereby declare that the above-mentioned details are true to the best of my Knowledge and belief.

Date: 15th January 2010