Curriculum Vitae

# PERSONAL DATA

Name: SADIQ JAFFAR HABIB (Mr.).

Nationality: Bahraini

CPR (personal ID) No: 840306156

Date/Place of Birth: March 1984 in Manama

Marital status: Married

Language: English & Arabic (speaking, reading & writing)

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# PROFILE

I am a highly motivated individual with a keen eye for detail. I am looking for an opportunity to prove my worth and advance my career as far as possible. My experience includes high pressure management roles, fast leaning and self motivated. I believe given a chance I would become an asset to any company immediately.

# EDUCATIONAL QUALIFICATIONS

* In **June 2009** I have successfully completed the **Orientation of Science in Mechatronics** in **AMA University**.
* From 2003 to **2005** successfully completed the graduation requirements for the **BTEC National Diploma electrical and electronics engineering** in **Bahrain Training Institute**.
* From 2002 to **2003** successfully completed **Electrical Engineering** in **UNIVERSITY OF BAHRAIN**.
* In **June 2002** I have graduated from **Shaik Abdulla School High School**, **Technical Division** in Bahrain, I have obtained the **Technical High School Certificate,** Electrical specialist.

# OTHER TRAINING AND EDUCATION

* From 26 to **27 April 2016** participation of the third **National Occupational Safety and Health** Conference and Exhibition in **Gulf Conventions Centre**.
* From 13 to **17 December 2015** successfully completed **Training of Trainers** training program in **Human Performance Improvement** Institute.
* From 26 to **29 January 2015** successfully completed **Standards and Policy of Occupational Safety and Health (OSHA)** training program in **Human Performance Improvement** Institute.
* From 18 to **22 January 2015** successfully completed **Planning and Follow Up at Work Place** training program in **Human Performance Improvement** Institute.
* From 28 to **31 December 2014** successfully completed **Comprehensive Maintenance Management** training program in **Human Performance Improvement** Institute.
* On **22 March 2014** successfully completed **Building Relationship** training in **Impact Essence of Learning** Institute.
* From 26 to **29 February 2012** successfully completed **Supervisor Skills** course in **BIRD** Institute.
* From 20 December 2011 to **24 January 2012** successfully completed **English Conversation skills** course in **American Cultural & Education Center**.
* From 20 to **23 November 2011** successfully completed **Task Planning & Time Management** course in **Al-Moalem Institute**.
* Successfully completed **four months** of computer training program **International Computer Driving License**. The Applications used are **MS Word, MS Excel and Ms Power Point** from Jul 01, 2007 to Oct 01, 2007in **Delmon University**.
* Successfully completed **Business Management** training course from Nov 01, 2007 to Dec 01 2007 in **African Institute**, Bahrain.
* Successfully completed **English 3.2** training course from May 19, 2007 to Jun 18, 2007in **Delmon Academy**.
* Successfully completed **First Aid and Rescue** in March 2007 with **Bahrain Red Crescent Society**.
* Successfully completed **Fire Fighting** in Jan 2007 with **Bahrain Civil Defense**.
* Successfully completed **English 2.3** training course from Dec 11, 2006 to Jan 21, 2007in **Gulf International Institute**.

# WOREK EXPERINCE

* From **October 2009 up to date** employed as Maintenance Manager with **German Orthopedic Hospital.**

Responsibilities:

 Maintenance:

* Managing to maintain and service all the property Chillers , Air Handling Unit (AHU),Fan Coil Unit (FCU), Chilled water pump, Air Compressors ,Air Vacuum , Reverse Osmosis (RO) water Plant ,Generators , CC unit , CCTV , Gas line , Electrical treble shooting, Belding Management System (BMS), Water pump and Heaters.
* Controlling the problems data and writing the reports.
* Following up with the technician and giving the instruction to solving the problems if he can’t.
* Follow up with staff jobs given and closing the complaint.
* Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
* Controlling the diagnoses malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
* Following the Inspection of electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
* Advising and planning for the management of new projects.
* Maintain current electrician's license or identification card to meet governmental regulations.
* Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes.
* Direct and train workers to install, maintain, or repair electrical wiring, equipment, and fixtures.
* Prepare sketches or follow blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety codes.
* Use a variety of tools and equipment such as power construction equipment, measuring devices, power tools, and testing equipment including oscilloscopes, ammeters, and test lamps.
* Perform business management duties such as maintaining records and files, preparing reports and ordering supplies and equipment.

 Health and safety:

* Inspect building and floors
* Draw up health and safety policies and procedures
* Train the staff
* Ensure that staff follow procedures
* Investigate health and safety incidents and accidents
* Infection control
* Safeguarding children and vulnerable adults
* dealing with hazardous substances
* Violence and abusive behavior
* Manual handling (lifting, carrying, etc.)
* Food hygiene.

 Projects:

* New Project Planning.
* Getting the quotations for the projects.
* Supervise the contractor and checking the job after they finished.
* Control the Safety and Security of the project places.
* Communicate with local authorities.
* Communications between management and local authorities.
* Carry out the Risk assessment in Safety, Security and Fire.

 Managing:

* Deal with any emergency situation by taking immediate action and controlling the team.
* Reporting and updating the management of any incident or accident and get the solution to avoid it.
* Update and maintain the First Aid and firefighting equipment.
* Dealing and negotiations with the tenders and contractor for repairing, maintaining and for projects.
* Requesting, receiving and storing the maintenance items.
* Supply all the items Spear part.
* Design and plan by using Auto CAD to show the management of the project before starting.
* Develop and get permanent solutions to avoid any problem will be coming in the future.
* Responsible to control and reduce the Energy consumption of all the hospital.

 Cleaning:

* Responsible for the Cleanliness in the hospital.
* Responsible for the cleaning contractor training and development.
* Controlling the Cleanliness quality report.
* Controlling the Staff and patient cleaning complain.
* Control the Safety and Security of the workplaces.
* From **March 2008** to **October 2009** employed as In charge of maintaining the facility safety and security in **At Kanoo Plastics**,

Responsibilities:

* Maintain, respire and rewiring the AC motors, DC motors, Vacuums, pumps, heat exchanger and. On call 24 hours at any time if there is any problem in the factory.
* Find and Investigation the problems.
* Purchasing the spare part and tools.
* My responsibility for caring all the engineering work in the factory.
* Dealing with and supervise the contractor and checking the job after they finished.
* Implementation of Transport policy approved by the management.
* Propose improvements in the existing transport system.
* Ensure that proper inventory of all components of vehicles is maintained and checked frequently.
* Ensure that the maintenance, oiling and servicing schedule of the vehicles is followed.
* Strictly act upon the petrol/diesel filling mechanism approved by the management.
* Keep records/ history of drivers and accidents.
* Maintain duty roasters of drivers, cleaners and mechanics.
* Arrange for re-training and re-certification of drivers and registration and recertification of vehicles.
* Observe and update Traffic Rules and Regulation.
* Be responsible to implement the pick & drop schedule of management and staff transportation.
* Submit regular and comprehensive monthly report to the Registrar.
* Ensure safe parking of Vehicles on campus.
* From **August 2003** to **March 2008** employed as Senior Electrical Engineering in **Gulf Hotel**,

Responsibilities:

* + Observe and implementing company and Bahrain low and procedures.
	+ Communicates between management and local authorities.
* Performs minor and major repair of all buildings and equipment. (Major repairs are performed under the supervision of licensed maintenance workers.)
* Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts.
* Completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.
* Installs electrical wiring and equipment; new electrical services, wiring during remodeling projects; replaces and repairs wiring as needed.
* Repairs electrical equipment and control circuits; replaces faulty electrical switches; repairs refrigeration equipment.

# ADDITIONAL

* Good English language
* Very good communication skills
* Active and motivating fast learner
* Have valid driving license since 2002.
* Very good Computer Skills.
* Engineering drawing Skills.