

SUHAIL PARVEZ

To excel in career oriented position in a progressive organization where by mutual growth and prosperity is underlined execution of duties to the best of my abilities and establishing a position of trust, prosperity and confidence with the company.



My Contact

✉ suhailparvez3@gmail.com

☎ +91-9731963038

📍 Mangalore, India

Projects Done

- ADNOC Offshore Upper Zakum Development Company UZ750 (ZADCO) (U.A.E)

Education Background

- May 2008, Successfully completed 2 years Diploma in Computer Technique at Mangalore University, India.
- April 2006, SSL Certificate from Karnataka Secondary Education Board, India.

Certificates

- PTW - Permit to Work System in ADNOC Offshore.
- BASIC H2S OPITO Approved
- SCBA - Self Contained Breathing Apparatus.
- HSE Induction.
- Basic First aid course.
- Offshore Sea Survival.
- Offshore Emergency Response Team/ Advance Fire Fighting Training.
- Work At Height.
- Confined Space.
- Bosiet Training.

Personal Attributes

- Observation
- Strong Interpersonal skill
- Leading talent
- Team work
- Communication
- Multi-tasking

Personal Details

- Date of Birth : 30-10-1990
- Nationality : Indian
- Religion : Islam (Sunni)
- Languages : English, Hindi, Malayalam, Kannada, Tamil

Interests

- Cricket, Football, Swimming, Travelling

Professional Experience

- Oil and Gas Industry Offshore in Abu Dhabi from Aug 2015 – January 2020.
- Worked with REDHA AL ANSARI EXCHANGE In DUBAI ,UAE from February 2015 to June 2015.
- Worked with Core Logic an IT Company ,Mangalore ,India from January 2012 to February 2014.
- Worked with MPHASIS an HP Company ,Mangalore ,India from October 2009 to September 2011.

ADNOC OFFSHORE, ABU DHABI Assistant Mechanical Technician

Key responsibilities:

- Preventive Maintenance & Corrective Maintenance on Producer & Water Injection Christmas Tree (FMC, Vetco Gray , Cameron) like greasing , Valve replacing, blinding Dblinding , checking the integrity of valves .
- Support the production team to pig launching activity to inspect the pig & pig launcher door O-ring, reversing Spectacle blind, replacing spades for isolation.
- Replace & Maintenance the Production Header & Water Injection Header pipeline spools, elbows, Valves , Blinding D-blinding .
- Routine Maintenance of HC Drain pump, Corrosion Inhibitor Pump, Biocide Injection pump, Service Water supply pump, Portable air comp, Mono rail Electric hoist crane, Safety shower package, Catch pot , vessels .
- Routine Maintenance of Water filtration package , replace the filters .
- Preventive Maintenance & Corrective Maintenance on centrifugal pumps (single stage, multi stage, pumps) & positive displacement pumps.
- Preventive Maintenance & Corrective Maintenance on centrifugal , reciprocating compressors & Screw compressor.
- Ensures all maintenance activities are conducted within company standing instructions and procedures and good oil industry practice.
- Observes and follow company HSE Procedures to ensure work is carried out in a safe manner. Exercise good housekeeping practices.

REDHA AL ANSARI EXCHANGE, DUBAI

Transfer Clerk

Key responsibilities:

- Processes the electronic transfer of funds for customers.
- Prepares and processes all documents required for each transaction.
- Provide information on the conditions and exchange rates for fund transfer.
- Inputs transactions into applicable systems
- Maintains records of transfer procedures and reconciles all accounts.
- Documents and resolves any customer issues.

CORELOGIC AN (IT COMPANY) ,MANGALORE ,INDIA

Data Entry Operator

Key responsibilities:

- Compiling , Verifying accuracy and sorting information to prepare source of data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking outputs. Make necessary changes and corrections.
- Research and obtain further information for incomplete documents.
- Generate reports, store completed work in designated locations and perform backup operations.
- Respond to queries for information and access relevant files.
- Provide assistance in robust data management system .
- Retrieve information in the right format at right time .
- Maintain extreme confidentiality, comply with data integrity and security policies and workflow management.

MPHASIS AN HP COMPANY ,MANGALORE ,INDIA

Call Center Agent

Key responsibilities:

- Attending phone calls of the customers.
- Anticipating problems and needs of the customers.
- Should be able to maintain the balance in between a customer's requirements and business.
- Must be aware of sales and marketing techniques.
- Be able to maintain confidentiality of the valuable information.
- Should be capable of handling issues and complaints with providing solutions to the customers.
- Should be fully aware of information related to the product or services.