**Curriculum Vitae**



**Humaid**

**Diploma in Mechanical Engineering**

**Email Id:** **humaid.374727@2freemail.com**

**Working Objective:**

To be a Professional in MEP Services, Design, Supervise, Execute Projects & Maintenance with a leading corporate of hi-tech surroundings accompanied with committed & dedicated people, who will help me to implement my knowledge, discover myself entirely and realize my potential. I am enthusiastic to work as a key player in a challenging & inventive environment.

**Professional Experience: Total (10.5 years)**

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| **Sr.No** | **Organization** | **Designation** | **Period** |
| 1 | Omega Engineering W.L.L., Doha, Qatar | Mechanical Supervisor(Maint. & Project) | Jan 2016 to July 2017 (1.6 Year) |
| 2 | Accurate HVAC Engineering, Mumbai, India | HVAC Engineer(Project) | April 2014 to Dec 2015 (1.8 Year) |
| 3 | Galfar Engineering, Muscat, Oman | Maintenance Supervisor (Maintenance)  | Mar 2013 to Mar 2014 (1 Year) |
| 4 | Vatanucool Engineer’s Pvt. Ltd., Mumbai, India | Site Supervisor (Project) | Jan 2008 to Feb 2013 (5.1 Years) |
| 5 | Nikhil Comforts Pvt. Ltd., Mumbai, India | Asst. Technician (Apprentice) (Maintenance) | Oct 2006 to Oct 2007 (1 Year) |

**Omega Engineering W.L.L., Doha, Qatar Jan 2016 - July 2017**

**Role: Mechanical Supervisor**

**Responsibilities:-**

* Installation, Commissioning & Maintenance of M.E.P. works in Bldg.’s., Villas, Malls, Shops, etc.
* M.E.P. site activities are conducted in accordance with approved shop drawing, specification, installation procedures.
* Checking the approved drawings and coordinating with other services for smooth flow of work.
* Preparing Material Requisition for the project with BOQ and ordering of Material from approved Material Submittals.
* Preparing Material Submittals for Mechanical Systems like HVAC, Plumbing and Fire Fighting.
* Preparing & Scheduling M.E.P. Pre-Preventive Maintenance (PPM) work on timely basis.
* Materials Quantity Takeoff from Shop Drawing & ordering it as per work planned activities.
* Planning and Allocating of Manpower & Materials for Work Completion on target base.
* Inspect the work completed and make sure work is followed as per standards.
* Make Surveillance in site and give training and general information to workers and foreman about good quality of work and make sure quality work is carried on site.
* Check the materials ordered is as the standards and specification.
* Involved in testing adjusting and balancing with third party for HVAC System.
* Conduct Pre Commissioning & Commissioning for all HVAC system.
* Ensure that corrective action of HVAC quality standards are conducted and verify that all the action taken fully confined with quality requirement.
* To monitor the construction works to ensure compliance of quality standards of HVAC system.

**Accurate HVAC Engineering, Mumbai, India April 2014 – Dec 2015**

**Role: HVAC Engineer**

**Responsibilities:-**

* Preparing the Monthly Cost Valuation of the project for Material and Labor.
* Costing and Estimation for the overall project.
* Claim Management for the Heavy Equipment used for the project, Delay of project due to subcontractor and Client approvals.
* Monitor the Installation of Chillers, AHU’s, FCU’s, Ducting and Accessories are completed as per standards and drawing.
* HVAC site activities are conducted in accordance with approved shop drawing, specification, installation procedures and material storage procedure is properly implemented.
* Preparing daily Progress report and submitting to Management.
* Checking the approved drawings and coordinating with order services for smooth flow of work.
* Preparing Material Requisition for the project with BOQ and ordering of Material from approved Material Submittals and approved vendors.
* Planning and Allocating of Manpower for Work Completion on target base.
* Make Surveillance in site and give training and general information to workers and foreman about good quality of work and make sure quality work is carried on site.
* Check the materials ordered is as the standards and specification.
* Involved in Testing adjusting and balancing with third party for HVAC System.
* Conduct Pre Commissioning & Commissioning for all HVAC system.
* Ensure that corrective action of HVAC quality standards are conducted and verify that all the action taken fully confined with quality requirement.
* To monitor the construction works to ensure compliance of quality standards of HVAC system.

**Galfar Engineering & Contracting L.L.C., S.A.O.G., Muscat, Oman Mar 2013 – Mar 2014**

**Role: Maintenance Supervisor**

**Responsibilities:-**

* Reconciliation and closure of aging receivables.
* Effective monitoring and evaluation follow up to customers.
* Tracking and updating the management on all aged item above 30 days.
* Implement new collection mechanism.
* Managing the day to day accounting operations and internal controls including Pin Tracking regulatory cash and Bank accounts, MIS and report to Head Office.
* Manage Accounts Payable, verification & processing of Vendor payments to Head Office.
* Supervisory Works & verification on day to day basis Cash & Bank receipts & payment vouchers, Journal Vouchers, Sales and purchase bills, Cheque and Cash Receipts, Data entry, Funds position.
* Follow-up for debtors outstanding and its recovery along with Aging Analysis.

**Vatanucool Engineer’s Pvt. Ltd., Mumbai, India Jan 2008 – Feb 2013**

**Role: Site Supervisor**

**Responsibilities:-**

* Preparing the Monthly Cost Valuation of the project for Material and Labor.
* Costing and Estimation for the overall project.
* Claim Management for the Heavy Equipment used for the project, Delay of project due to subcontractor and Client approvals.
* Monitor the complete Installation of Mechanical System like HVAC, Plumbing and Fire Fighting.
* Prepare BOQ and Material Requisition from approved Material Submittals, Shop Drawings, and Specification.
* Allocation of Sub Contractor and coordinating with them on daily bases.
* Preparing daily report and check the work completed as per the planning schedule.
* Conduct and guide the inspection with consultants based on project specifications, codes and standards.
* Ensure that the work is completed and approved from the consultant and work is fully conformed to quality requirement.
* To monitor the construction works to ensure compliance of quality standards of HVAC system.
* Complete assembling Installation, test-running, pre commissioning & commissioning of air conditioning equipment, Plumbing systems and Fire Fighting systems.
* RFI – Prepared based on standards.
* Carried out installation of
	+ Ducting Installation and Insulation.
	+ Chilled water Installation and Insulation.
	+ Smoke Test for Ducting system.
	+ Installation of Chillers, AHU’s, FCU’s, Fresh Air Units.
	+ Installation of Exhaust fans.
	+ Installation of Valve Packages.
	+ Installation of Air outlets.
	+ Air Balancing and Water Balancing for the system.
	+ Installation of Plumbing pipes and fittings.
	+ Installation of Plumbing Fixtures, water heaters, drinking water system.
	+ Installation of Portable water, Non portable water, drinking water and submersible pumps.
	+ Installation of Fire Pumps and valves for Fire Fighting system.
	+ Installation of Pumps room for HVAC and Fire Fighting system.
* Testing and Commissioning of Chillers, AHU’s, FCU’s, pumps and Fans.
* Coordinating with other disciplines to complete the work in timely basis.

**Nikhil Comforts Pvt. Ltd., Mumbai, India Oct 2006 – Oct 2007**

**Role: Asst. Technician (Apprentice)**

**Responsibilities:-**

* Servicing & Maintenance of Window AC’s, Split AC’s, Packaged AC’s, Ductable AC’s, FCU’s and AHU’s.
* Attending AC’s complaints, rectifying the problem, troubleshooting and repairing the defect.

**Educational Qualifications**

* **Diploma in Mechanical Engineering, Year 2010**

From Rajasthan Vidyapeeth (R.V.D.) University, Udaipur, Rajasthan, India.

* **Diploma in M.E.P. Engineering Design,**

From Dimensional Academy of Engineering, Chembur, Mumbai, India.

* **Diploma in HVAC Design & Drafting**

From Dimensional Academy of Engineering, Chembur, Mumbai, India.

* **I.T.I. in Refrigeration & Air Conditioning, Year 2006**

From Fr. Agnel Polytechnic, Vashi, Navi Mumbai, India.

* **Secondary Education (SSC), Year 2004**

From Vidya Mandir High School, Vikhroli, Mumbai, India.

**Computer Skills**

* **Diploma in AutoCAD Mechanical Drafting 2D & 3D**

From SoftPro AutoCAD Training Centre, Mumbai, India.

* **REVIT MEP (Autodesk Certification)**

From XS CAD Training Centre, Mumbai, India.

* **MS-CIT (MS Office, MS Word, MS Excel, MS PowerPoint, etc.)**

From Iqra Computer Institute, Mumbai, India.

**Other Personal Details**

NAME : **Humaid**

DATE OF BIRTH : 06-08-1985

MARITAL STATUS : Married.

NO. OF DEPENDENTS : 4 Nos.

RELIGION : Muslim

LANGUAGES KNOWN : English, Hindi and Urdu.

**Passport Details**

DATE OF ISSUE : 28-11-2017

DATE OF EXPIRY : 27-11-2027

PLACE OF ISSUE : Mumbai

NATIONALITY : Indian

 **Hobbies/Interests**

* Playing Cricket, Football, Volleyball, Badminton, etc. and also all other indoor & outdoor sports.
* Watching Sports Matches, Wrestling, Movies, Discovery, News & Listening Musics.
* Attending Workshop trainings and collecting M.E.P. information, Articles, Notes, Etc.

**Extra Skills**

* Team work
* Decision making
* Working on your own initiative
* Working and coping under pressure
* Customer service & customer care skills
* Communication skills both verbal & listening
* Working to deadlines
* Financial awareness/numeracy
* Organization
* Time management
* Possibly supervision and therefore dealing with staffing issues
* Health & safety knowledge
* Possibly creative thinking – thinking of new layouts

**Declaration**

 I hereby declare that the above-given information is true to the best of my Knowledge.

**Date:**

**Place:** Navi Mumbai **Humaid**