#   **CURRICULUM VITAE**

**Naseem**

**Naseem.9806@2freemail.com**

### DISCIPLINE MECHANICAL ENGINEERING

## **OBJECTIVE MEP/HVAC Project Manager / MEP COORDINATOR**

##

**PROF. QUALIFICATIONS (a) SSC with First Class in the year 1991 from Mumbai Board.**

 **(b) HSC with First Class in the year 1993 from Lucknow Board.**

 **(c) B. Tech. in Mechanical Engineering with First class in the year 1997.**

**COMPUTER SKILLS (a) Knowledge of Microsoft Office.**

 **(b) Working Knowledge of AutoCAD.**

 **(c) Honors Diploma in Web Centric Computing.**

**OTHER SKILLS Excellence in Project Management and Administration.**

 **Successfully attended diploma in HVAC Designing.**

**WORK EXPERIENCE TOTAL 14 YEARS (GULF: 12 Yrs, INDIA: 2 Yrs.)**

 **14 years of diversified Professional Experience in Client Coordination, Consulting and Contracting environment overseeing functions of H.V.A.C. (Heat Ventilation & Air conditioning) Engineering in High-Rise Buildings, Multi Storied Residential and Commercial Complexes, Shopping Malls.**

**EMPLOYMENT HISTORY (GULF) *1.* Presently working as a Project Manager (Mechanical) in Al Tamimi Engineering Services LLC. (U.A.E) Since Dec 2011 to till date.**

 ***2-Worked as a Senior MEP Project Engineer (Mechanical) for 5 years (January 2007 to December 2011) in Essa Engineering & Marine Services LLC.(UAE).***

 ***3. Worked as an MEP/HVAC Site Engineer for 1 ½ Years (September 2005 to December 2006) at Thermo LLC. at Dubai International Airport (Terminal 3) Phase-2. (U.A.E.)***

 ***4. Worked as a MEP/H.V.A.C. Installation In charge for 2 ½ Years(February 2003 to August 2005) in Shamel Sarco Oman (Saltanat of Oman) for Various Projects.***

 ***5. Worked as a MEP/H.V.A.C. Installation In charge in AMCE (Saudi Arabia-Al-Jubail from July 1999 to July 2002) for 3 years.***

**EMPLOYMENT HISTORY (INDIA) *5.Worked as HVAC Mechanical Engineer in Blue Star Ltd.(India) for 2 years.***

**DOCUMENTATION (a) BSI Standards**

**FAMILIARITY (b) ASHRAE**

 **(c) SMACNA**

 **(d) ARI/ASTM Standards**

**PERSONAL DATA (a) Nationality : Indian**

 **(b) Age : 35 Years**

 **(c)Marital Status : Married**

**DRIVING LICENCE Holding Valid UAE, OMAN & Indian Driving License.**

**LANGUAGES KNOWN (a) English (Fluency in Spoken and Written)**

 **(b) Hindi (Fluency in Spoken and Written)**

 **(c) Arabic (Workable Knowledge)**

## **SUMMARY OF EXPERIENCE**

**General**

 **14 years of diversified Professional Experience in Client - Tenancy Coordination, Consulting and Contracting environment, overseeing functions of HVAC & MEP Engineering in High Rise Buildings, Multi Storied Residential and Commercial Complexes & Shopping Malls.**

* **Excellent communication skills in written and spoken English.**
* **Tenancy Coordination including multi-disciplinary activities.**
* **Excellent reporting and organizational skills.**
* **Generating Heat Load Calculations.**
* **Installation of Chillers, Air Handling and Fan Coil Units.**
* **Testing & Commissioning of Fire Alarm system interfaced with various devices viz., smoke & heat detectors, manual call points, gas leakage detectors, smoke extract dampers, zone control valves.**
* **Inspection of installation of drainage & water supply services.**
* **Selection of the machines like FCUs, AHUs, Chillers, Chilled Water Pumps on basis of nomenclature from respective make.**
* **Pipe Sizing by using ARI Charts and prepare their layouts and also Duct Sizing by various methods.**
* **Experienced in Reviewing Shop Drawings, Construction Drawings and As-Built Drawings.**
* **Completion of the task with given ASHRAE / SMACNA standards on time.**
* **Preparation of the Bills of Material Sheets, Work Distribution Charts and Planning & Estimation of project.**
* **Carry out the Installation job efficiently and suggest alternative if any required.**
* **Co-ordination with other departments to ensure that smooth progress of work.**
* **Ability to take decisions, act on own initiative and operate in a proactive way.**
* **Ability and fortitude to enforce quality.**
* **Ability to chair, control and minute meetings.**
* **Ability to lead a multi discipline team effectively.**
* **Experienced in analyzing and resolving field problems.**
* **Experienced in conveying information and ideas, orally and graphically.**
* **Experienced in MEP Design & Execution.**
* **Knowledgeable and experienced in installations, sequencing and the relationships between interrelated work activities, plan & schedule accordingly.**
* **Experienced in High rise towers / buildings.**
* **Excellent team player who listens, thrives on collaborating with diversely talented team members and superiors, and integrates their perspectives into meaningful action.**

 **DUTIES & RESPONSIBILITIES:**

* **Attend / represent and chair all General meetings, Kick-off meetings, Progress meetings, MEP meetings, Technical meetings & Co-ordination meetings.**
* **Enable DEWA, Civil Defense & Municipal approvals to tenancies.**
* **Monitor contractor’s activities on site with respect to technical compliance.**
* **Ensure the adherence to project Health and Safety Plan and instructing appropriate action with regard to health and safety issues.**
* **Ensure maintenance of and compliance with the Project Quality Plan.**
* **Evaluate Variation orders and contractor claims.**
* **Preparation of reports, instructions and variations as required.**
* **Ensure implementation of document control procedures.**
* **Monitoring contractor’s progress with respect to all program related issues.**

**MAJOR PROJECTS COMPLETED** : **1-Muscat Oasis (Al-Siyabi) residential and Commercial**

 **Complex. (Oman)**

**2-Ministry of Defense (Royal Air Force of Oman)-Salalah.**

**3-Salalah Holiday Inn (Crown Plaza Resort-Oman)**

**4-Ministry of Defense (Nizwa-Oman)**

**5-Dubai International Airport (Terminal-3)**

**6-Al Zawara Power Plant (Ajman-U.A.E.)**

**7-Fourteen (14) nos. of DEWA 132/11KV Substation Completed successfully along with main contractor such as AMBC,BEC,Siemens LLC,Siemens Pakistan and Hyundai in (Dubai-U.A.E.)**

**8- Eight (8) nos. of 33 KV FEWA Substation Completed and handed over successfully at Northern Emirates (Ajman, Ras Al Khaima,Fujairah-U.A.E.)**

**9-Two (2) No’s FEWA 132/11 KV Substation completed and handed over successfully at Ajman with main contractor ABB Industries LLC.**