

Holds a Diploma in Mechanical Engineering and has over 8 years of experience, including 4 years in various roles in reputed MNC Company in Qatar as Project Coordinator, AutoCAD Drafter and Document Controller.

PERSONAL DATA

Nationality : Indian
Birth Date : 12/09/1990
Gender : Male

EDUCATION

: Diploma in Mechanical Engineering, Aalim Muhammad College of Engineering, 2008

LANGUAGES

English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: PRIMAVERA Project Management (P6 V 16.2).
: PRO-E wildfire 5.0
: AutoCAD

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Sep. 2018 till Aug. 2019
Employer : ASSOCIATED ENGINEERING W.L.L – Qatar
Job title : Team Coordinator
Job Description :

- Maintain physical and electronic filing systems.
- Responsible for preparing documents, reports, emails and memos, and will support the Department in collecting and analyzing data.
- Responsibilities will also include coordinating with outsourced travel agents regarding travel requests and performing general clerical duties such as photocopying, faxing and mailing as requested by the Manager.
- Purchase order approval, dispatch, delivery, invoicing, and closure.
- To allocate the manpower resources to required client projects and

maintaining the overall documents management system database.

- Dates** : From Dec. 2014 till Jun. 2018
- Employer** : ASSOCIATED ENGINEERING W.L.L – Qatar
- Project** : Smart Metering (AMI) Project
- Job Description** :
- Project Coordinator / Document Controller:
 - Assist in planning, scheduling and executing construction activities material requisition, cost control and project supervision.
 - Prepare work schedules.
 - Liaise with clients and contractors on project matter.
 - To conduct the meeting with contractors.
 - Ensure project cost requirements are met and coding procedures are followed.
 - Maintain job diaries, site photos and proper claims documentation.
 - Ensure all safety and quality assurance standards.
 - To escalate the site progress as per schedule.
 - Familiarize with all documents relating to contract including construction program.
 - Review of designs, drawings, bill of quantities, and cost estimates.
 - Preparing of method statement, work schedule and risk assessment.
 - AutoCAD Drafter / Document Controller:
 - Responsible to prepare all drawing in AMI Smart meter project related to BPL communication network, ring drawings, low voltage BPL communication, cabinets and site installation and wiring drawings.
 - Responsible of timely updating BPL network drawings and ring drawings according to the update in Kahramaa 11KV network in coordination with project team and Kahramaa distribution team.
 - Routine maintenance and monitoring of Network Management System of BPL & reporting in case of any fault to responsible team.
 - Daily read monitoring & Monitor Non-valid meter reads.
 - Carry out verification of routine meter read consistency as per given instructions.
 - Maintaining & updating asset management system data base.
 - Preparing Ad hoc AMI reports.
 - Submission of project relevant documents to Client/Consultants using the correct procedures.
 - Assist with project documentation, meeting minutes and project action/task items.
 - Coordination with store team to keep all the record update of material maintaining flow Inbound and Outbound and also coordinating the materials requirements from site.
 - Managing and coordinating overall logistics and maintaining record for all the faulty items, sending back to factory, getting replacement and delivering again back to site.

- Dates** : From Apr. 2012 till Mar. 2013
- Employer** : BS&B Technologies Private Ltd – India
- Job title** : CAD Draughtsman

Job Description :

- Prepare the shop drawing using AutoCAD software.
- Responsible for updating all the drawings related to electrical, mechanical and plumbing works carried out by the company on site.
- Submission of drawings for approval from consultants and clients prior processing to material procurement and site execution.
- Liaise with consultants and reporting officer, if any changes to be made to the drawings.
- Prepare the as built drawings, Prepare the Operations & Manuals to the clients during the Handing over of project.

Dates : From Apr. 2011 till Mar. 2012

Employer : Penta CAD Private Ltd, India

Job title : AutoCAD Draftsman

Job Description :

- Preparation of Equipment Layout, General Arrangement Drawings & Detailed for Manufacturing and Fabrication Drawing.
- Submitting the finalized design to the concerned senior officials.

Dates : From Jun. 2008 till Feb. 2010

Employer : FORD India Private Ltd, India

Job title : Production Supervisor

Job Description :

- Management of employees and teams according to FORD Cars Manufacturing System Guidelines.
- Operational responsibility to deliver products (engine blocks) at the right time, right quality and at the right cost.
- Ensure effective use of resources (materials, equipment and personnel).