

## Personal Information

**Age:** 24

**Marital status:** Single

**Driving license:** Yes

**Email:** Abdulla.qavi@gmail.com

**Address:** Um Al Hassam,  
Manama - Bahrain

**Phone:** +973 33262910

## Skills

### Hard skills:

- MS Office (Word, Excel, PowerPoint, Visio)
- Hourly Analysis Program (HAP)
- ELITE Firefighting software
- Autodesk AutoCAD
- Autodesk Inventor
- COMSOL Multiphysics
- MATLAB

### Soft Skills:

- Leadership
- Teamwork
- Management skills
- Speaking skills
- Ethics

## Languages

### English

IELTS score 8.0 out of 9.0

### Arabic

Intermediate

### Urdu / Hindi

Native

# Abdullah Abdul Qavi

Aspiring to work with an organisation that will give me the opportunity to learn, develop and contribute to self and society.



## Experience

**Coil Tech US Chiller Services Co. WLL**  
May – 2019  
Present

### Operations & Service Coordinator

- Handling multiple projects and ensuring their completion on time while simultaneously reducing department expenditure through effectively negotiating deliverables and deadlines.
- Scheduling of PM activities for technicians and ensuring the completion of all tasks and assigned activities.
- Performing chilled water flow analysis to measure & verify flow rate in chilled water pipes using Dynasonic flow meter and preparing inspection reports.
- Inspection and diagnosing of defects in HVAC equipment and taking necessary action to rectify the same.
- Attending emergency breakdown calls and assigning technicians to rectify all/any concerns.
- Monitoring everyday movement and attendance of technicians.
- Purchasing materials required for all projects, service contracts and company production department.
- Keeping track of company equipment such as recovery machines, vacuum pumps etc. and arranging them for technicians along with resources for job completion.

**Gulf House Engineering (GHE)**  
July – 2018  
August - 2018

### Mechanical Engineering Trainee

- Gained extensive experience with HVAC, fire-fighting and plumbing terminologies, and engineering principles.
- Learned to use Hourly Analysis Program (HAP) to calculate the cooling load of residential spaces and was exposed to different standards including but not limited to ASHRAE 90.1 and 62.1.
- Learned about chilled water piping and duct sizing.
- Performed hydraulic calculation using ELITE Firefighting software using NFPA 13 standard for sprinklers.
- Exposed to Revit MEP.

**Gulf Petrochemicals Industries Company (GPIC)**  
September - 2016

### Mechanical Engineering Trainee

- Learned about the workings of centrifugal pumps and compressors, types and functions of impellers, steam turbine and its different stages, fans and blowers

## Education

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|---|--|
| <b>University of Bahrain</b><br>2014 - January 2019 | ● <b>B.Sc in Mechanical Engineering</b><br>Graduated since January with <b>GPA 3.68/4 (92%)</b><br><b>Relevant courses:</b> Operations Management, Mechanical Design, Heat Transfer, Thermodynamics, Fluid Mechanics, Power and Desalination, Tribology. |
| <b>Indian School, Bahrain</b><br>2012 - 2014        | ● <b>Higher Secondary Education</b><br>Graduated from Science stream with <b>82%</b>   |
| <b>Asian School, Bahrain</b><br>2000 - 2012         | ● <b>Secondary School</b><br>Graduated with <b>CGPA 10/10.</b>   |

## Extracurricular Activities

|  |  |
|--|--|
| <b>PICO Bahrain</b><br>2018, 2019                            | ● <b>Usher</b><br><i>Mara'ee Exhibition 2018, Festival city 2019</i><br>• Manage, arrange and account for inventory. Work in a team to deal with the customers with aim for satisfaction |
| <b>Bahrain International Circuit</b><br>2017, 2018           | ● <b>Food runner</b><br><i>Bahrain Grand prix</i><br>• Responsible to tend to VVIP needs   |
| <b>Bahrain Elite Speakers</b><br><b>Toastmasters</b><br>2017 | ● Received best table topic award  |