

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

- | | |
|--|---|
| PICO Bahrain
2018, 2019 | ● Usher
<i>Mara'ee Exhibition 2018, Festival city 2019</i> <ul style="list-style-type: none">• Manage, arrange and account for inventory. Work in a team to deal with the customers with aim for satisfaction |
| Bahrain International Circuit
2017, 2018 | ● Food runner
<i>Bahrain Grand prix</i> <ul style="list-style-type: none">• Responsible to tend to VVIP needs |
| Bahrain Elite Speakers Toastmasters
2017 | ● Received best table topic award |