

## Career Objective

Seeking a challenging position as a MEP coordinator with an organization that the vision and the potential for development, growth and expansion and at the same time maintain the high standard of performance and business ethics.

## Personal details

I am adaptable, conscientious, and ambitious and can acquire new skills quickly. I enjoy working at the frontier of high technology areas where my educational qualification and professional skills can be best utilised in a challenging environment.

## Experience

Dec 2020 - Present

### **Project Head & Operations** **BOSS Group-Gujranwala**

Preparing and submitting all work Inspection test reports (WIRs ).  
Review and analysis all MEP drawing materials, Schedules/ program of work etc .  
Attending weekly and monthly meeting along with consultant and main - subcontractors.  
Preparing weekly and monthly report & Reported with Manager and Construction Manager.  
Materials / Work inspection to inspect with consultant.  
Preparing As Build Drawing (Auto Cad ).  
Day to day monitoring work and planning entire work.  
Monitoring of work as per specification, local & international standard codes.  
Identification of subcontractors and suppliers& collecting question & close coordination with subcontractors.  
Rising IR, IIR of site MEP works for consultant approval or incase of any clarification required.  
Attending authority inspection's as per the project schedule. Attending all testing & commissioning of MEP services.

## Skills

- Strong verbal and written communication skills
- Respond in a timely manner to all avenues.
- Effective interpersonal skills.
- Ability to work effectively under stress and off schedule operations.
- Highly experienced in problem solving skills and employee issues
- DIALUX Software with all versions.
- AutoCAD 2004-2016 with all useful commands.

## Education

<b>Bachelors of Electrical Engineering</b> UET-Taxilla	Nov 2009 - Nov 2013
<b>F.SC Pre-Engineering National Science</b> College-Gujranwala	Aug 2007 - Aug 2009

## Languages

Urdu	■ ■ ■ ■ ■
English	■ ■ ■ ■ ■

## Awards

<b>Final Year Project Participation</b> Express Expo 2013	2013-08-27
<b>Final Year Project Participation</b> DICE 2013	2013-09-05

Jul 2019 -  
Nov 2020

## H.O.D MEP

### WAJDA Group- Bahrain

Review and analysis all MEP drawing materials, Schedules/ program of work etc.  
Coordinating all electro-mechanical activities with various team on site.  
Review the shop drawing construction details, product data, material samples, inspection plans, method statement, delivery schedules to conform compliance with the requirements of the project.  
Reviewing submittal's prior to the submission to the consultant.  
Ensure the civil obstruction have been cleared to the MEP contractors with MEP activities.  
Engage with authority at beginning of project to insure that all temporary utilities (power and water) are provided on time and do the same with closing out of project to ensure disconnection of utility services.  
Ensure the harmonies working relationship between the contractor and the consultants, understanding that open communication and team work are to be promoted and that an adversarial management style will be detrimental to the project.  
Coordinating between MEP and civil drawings at the site.Coordination and attending meeting with subcontractors, contractor & consultant, client, supplier.

Apr 2016 -  
Jun 2019

## MEP & Tenders Segment

### Bismillah Engineering-Gujranwala

Execution of job by controlling of man, material and resources in the project.  
Plan of action with supervisor for execution of bldg. construction project.  
Final finishing as schedules programming and progress monitoring etc  
Distribution of workload to operators in order to achieve daily target.  
Planning day-to-day production to achieve maximum production.  
Preserving discipline according to safety rules and organizing quality circles in department.  
Troubleshooting and solving technical problems

Dec 2013 -  
Apr 2016

## MEP Coordinator

### Master Industrial Complex-Gujranwala

Execution of job by controlling of man, material and resources in the project.  
Plan of action with supervisor for execution of bldg. construction project.  
Final finishing as schedules programming and progress monitoring etc  
Distribution of workload to operators in order to achieve daily target.  
Planning day-to-day production to achieve maximum production.  
Preserving discipline according to safety rules and organizing quality circles in department.  
Troubleshooting and solving technical problems



## Declaration

<b>Boss Foam &amp; Mattress Unit</b> Project Head	Jan 2021 - Present
<b>Water &amp; Sanitation MEP works-Bahrain</b> Project Lead	Mar 2020 - Jul 2020
<b>King Hammad Palace Renovation-Bahrain</b> Project Lead-MEP	Feb 2020 - Oct 2020
<b>Al-NADA Beverages-Bahrain</b> Project Lead -Solar	Nov 2019 - Feb 2020
<b>CM-Pak (Zong) Pakistan</b> Project Head North-Solar	Apr 2018 - Mar 2019
<b>FFBL-Islamabad</b> Project Lead- Solar	Nov 2018 - Aug 2019
<b>Nishat Spinning Unit</b> Project Lead- Operations	Feb 2016 - Dec 2016



## Certification

<b>ELEC/40554</b> Pakistan Engineering Council	2014-06-18
<b>ISO:2001</b> NEBOSH	2015-01-22



## Hobbies

Pets  
Travelling & Hacking  
Softwares  
Book Reading (Innovation based)



## Declaration

I hereby declare that the above mentioned statement is correct & true to the best of my knowledge & belief.