

# CURRICULUM VITAE

## SANJEEV KUMAR YADAV L

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### OBJECTIVE

To obtain a challenging HVAC Engineer position in a well reputed organization. Where I will successfully utilize my HVAC knowledge and skills to increase productivity. Highly knowledgeable in the installation, repair and maintenance of cooling, refrigeration and heating equipment.

### WORK EXPERIENCE

#### ARABIAN HOUSES CONTRACTING - KBR (US Navy BOSS Contract)

June 2018 - Present

##### Project Coordinator / HVAC Supervisor.

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- Monitor all resources and ensure optimal utilization for same and achieve all customer objectives and provide support to all equipment and perform calculations and implement various plans for HVAC.
- Supervising HVAC personnel; duties including planning, scheduling, organizing & directing work.
- Assign and distribute work orders and work requests. Inform supervisor of completed and outstanding work orders review accordingly.
- Order and pick up parts for jobs in order to keep mechanics on the job. Provide technical assistance to mechanics when requested.
- Maintain record files and prepare reports of various task orders and new assignments given.
- Supervise the preventive maintenance program for all heating and ventilating systems.
- Organizing, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Diagnose HVAC problems; and to understand and work from blueprints, schematics, sketches or pencil drawings
- Supervises major overhaul or installation of environmental control systems to assure that work is carried out according to plans and specifications
- Verify & prepare records, such as routing slips, material requisitions, and job orders.
- Oversee the planning and coordination of a company's inventory and purchasing departments
- Monitor all works are following the site's health and safety regulations

## EDUCATION

Bachelor of Engineering- Mechanical Engineering from Anna University, Chennai.  
2014 - 2018

## CERTIFICATIONS & COURSES

- Completed 24-hour HAZWOPER (Hazardous Waste Operations and Emergency Response) training course by OSHA standard 29 CFR Part 1910.120.
- Certified technician under Section 608 of under EPA regulations (Environmental Protection Agency by United States of America)
- Good working knowledge of Quality Management System ISO 9001:2015 and Environmental ISO 14001:2004 standards
- Good working knowledge of IOSH (Institution of Occupational Safety and Health) working safety

## ACHIEVEMENTS & AWARDS

- ✓ Achieved 45<sup>th</sup> Rank in Engineering department from Anna University. The Government of Tamil Nadu established University of Technology.
- ✓ Achieved Star Player Award in April-2019 from the Kellogg Brown & Root (KBR), Base Operations Support Services Contract at US Naval Support Activity, Bahrain.
- ✓ Achieved Best Performance Award for hard work and a great safety spotter from the Kellogg Brown & Root (KBR), Base Operations Support Services Contract at US Naval Support Activity, Bahrain.

## PROFESSIONAL SKILLS

- Skill in operation, installation, maintenance, and repair of HVAC/refrigeration equipment.
- Strong interpersonal skills with the ability to work as a part of the team.
- Time management ability to work under work pressure & meet with the deadline.
- Having a positive attitude and self-confidence.
- Good Organization skills including arranging, scheduling.
- Industrial technical knowledge.
- Self-motivation, Continuous Learning, Flexibility & Adaptability.
- Proactive and Willing to Take on New Challenges.
- Proficient in interpretation of engineering documents and drawings.
- Strong computing skills including Excel, Windows, MS-Word, Internet, Adobe Acrobat.

## PROFESSIONAL SKILLS

Date of Birth : 06/04/1996  
Marital Status : Single  
Nationality : Indian  
Known Languages : English, Hindi, Malayalam, Tamil  
Passport No : R9866066  
Passport Expiry : 24/05/2028  
Work Visa Expiry : 22/06/2021  
Bahrain CPR No. : 960425292  
Driving License Expiry : 29/10/2024  
(Bahrain)

## DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge. I do hereby declare that the above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

Place: Bahrain

SANJEEV KUMAR YADAV L