Cover Letter

Dear HR Manager,

Based on my experience more than **10 Years** in the field of **Heat Ventilation and Air Conditioning**, during this period I was involved in various projects i.e. Residential and commercial Buildings, Hospitals, Office Buildings, Banks, Shopping Malls, Villas and many others. I am confident that I would be an asset for your organization.

My experience in the Project Deployment & Management includes Designing & Drafting, Planning, Estimation, Installation, Erection, Testing & Commissioning, maintenance of HVAC Systems (VRF, Chillers, Packages, Cold storage, Rooftop, Cassettes, AHU, FCU, Etc)

Currently I am working as a **HVAC Engineer** with **JVS Air systems (Bluestar)** in Chennai, India.

Previously I was working as a **HVAC Project Engineer** with **M/s Ventare Engineering W.L.L Co(LG)** is one of the leading MEP contractor in Qatar.

My Previous profile with **General Electric and Trading Co LLC**, Muscat, Sultanate of Oman as a **Junior HVAC Project Engineer (GREE and YORK**)

My last Profile with VIDA International Electro Mechanical Pvt Ltd, Chennai as a HVAC Site Engineer (LG and Daikin)

Where I am fully responsible for coordination of all phases of HVAC Services from design through Installation, preparing Schematic drawing for VRF, BOQ, Estimation, Planning, Actual Costing, ESP Calculation for fans, specifying equipment, calculating loads, ductwork and pipe sizing, selection of HVAC equipment including air handlers, pumps, chillers, cooling towers, exhaust fans and condensing units.

My work experience, technical knowledge, project deployment skills and knowledge justify me the best suitable candidate for the same job. I will work to the entire satisfaction to my superiors. I am also enclosing my detailed resume for your kind consideration.

Thank you for your time and consideration.

Best Regards, Palanikumar.B Chennai, India Mob: +91 8973472703 E-mail: <u>palanikmrb1988@gmail.com</u>

Summary

- Highly motivated and Energetic with more than 10 Years experience in HVAC field As an Project Engineer, Technical Expertise coordination of all phases of HVAC projects from design through Installation, including specifying equipment, calculating loads, ductwork and pipe sizing, selection of HVAC equipment including air handlers, pumps, chillers, cooling towers, exhaust fans and condensing units.
- With expertise in HVAC for Commercial and Residential Buildings, Hospitals, Office Buildings, Bank, Shopping mall and many others.
- Knowledge and Experience of Plumbing & Fire Protection services in the residential & commercial buildings.

Expertise

- Lesign & Drafting, Installation, Testing and commissioning experience in HVAC Services.
- Ability to understand Electrical / Mechanical Drawings and design layouts in AutoCAD.
- Preparing the scope of work and finalizing the sub-contractors.
- ↓ In-depth experience in handling multiple projects simultaneously.
- Flanning and Scheduling the work based on Recovery program or Base line program.
- 4 Coordination with consultants and subcontractors for engineering and design issues.
- **4** Capability to Handle Multiple Projects and Multi tasks.

Education

- **BE**(Mechanical engineering) with First Class 74.43%, K.L.N College of engineering, Tamilnadu, India.
- Diploma(Mechanical Engineering) with First class, Ramuseetha Polytechnic College, Tamilnadu, India.

Software skills

- + HVAC Design tools : VRF Selection Software, Duct Sizer , Pipe sizer, HAP
- Design tools : AutoCAD, Revit MEP
- 4 Office Tools : Ms-Office, Excel, Word, PowerPoint, Project

Work Experience (India)

***** Working in JVS Air systems, Chennai as a HVAC Engineer (Feb, 2018 to Till Date).

Major Responsibilities;

- **4** Study the Agreements, Tender Drawings, Specifications, Estimation, etc.
- Co-coordinate and Prepare shop drawings, Technical Submittals, Method statements, Inspection Test Plans, Testing & Commissioning procedures and O & M manuals.
- **4** Prepare the submittals for materials and drawings for consultant approval.
- ✤ Prepare BOQ, Job actual costing, duration of work, etc.
- Reviewing drawings before execution of projects and coordination with Electrical, Firefighting and Plumbing, etc.
- 4 Attending design coordination meeting with PMC, Client, Consultant, and other contractors.
- ↓ Plan and Arrange the manpower, materials, tools & tackles as per work program schedule.
- Placing Order for various materials for project requirement on respective vendors.
- **4** Follow-ups with suppliers for material delivery.
- 4 Check quality of the materials received at site & approve the same.
- Allocating work to Supervisor, Foreman, Charge hands and Technicians.
- Supervising day-to-day site activities and send the reports to Project manager or Dept head.
- Execution of all HVAC services Chillers, VRF, AHU, FCU'S, Packages, Roof Top, Cassettes Etc.
- ↓ Monitoring & control the men & materials consumption.
- Coordinating with Planner & estimation Team for tracking the schedule & completing the job as per estimation done.
- 4 Checking the quality of work before consultant inspection.

- **4** Raising the work inspection request to check the work by consultant.
- **4** De-snagging of various site works at the time of Handing Over.
- 4 Checking the bills of contractor as per site measurements.
- Coordination with Safety officer for ensure safety at site & conducting monthly safety toolbox training program for artisans.
- Preparation and submission of As-built Drawings, Testing & Commissioning Reports, Operation & Maintenance Manuals, Handing/Taking over Documents.

Work Experience (Gulf)

- Worked in Ventare Engineering WLL, Doha, QATAR as a HVAC Project Engineer (Oct, 2016 to Dec, 2017).
- Worked in General Electric& Trading Co LLC, Muscat, Oman as a Junior HVAC Project Engineer (Apr, 2015 to Sep, 2016).

Major Responsibilities;

- Checking of the tender documents e.g. IFC drawings, Project Specifications, Job Cost Estimation etc.
- **4** Preparing the material and drawings submittals as per project's specifications and standards.
- Attending Kick-start meeting and having Join site study with HVAC Consultant, PMC, Architect & Customer (End User).
- Preparing Schematic drawings for A/C units and Refrigerant pipe size by using VRF Selection software.
- Freparing the schedules and target dates for the completions of work.
- Inviting quotations for Piping, Insulation, Fans, Grills and diffusers, Equipment Installation Franchisees.
- **4** Negotiation and placing the order on franchisees.
- Freparing the trackers for materials and drawings.
- 4 Arranging of manpower, material, tools & machineries as per project requirement.
- Freparing "Internal Approvals" for material ordering and follow up for the same.
- **4** Coordination with consultant, client, Main Contractor & sub-contractors.
- **4** Preparations of valuations (running bills), variations and substantiation of the same for certification.
- Responsible for monitoring the installation of HVAC works e.g. chillers, VRF, Pumps, AHUs, FCUs, Fans, piping, ducting etc. as per approved drawings and materials.
- **4** Coordinating inspection and approval of installation works.
- ↓ Preparing Cost variation report before & After Executing Project.
- ↓ Coordinating the HVAC system Testing and Commissioning.
- Preparation of As-Built drawings of the executed works.
- **4** Maintaining records for successful completion of the installation.
- **4** Submission of O&M Manuals and as built drawings.

Work Experience (India)

Worked in Vida International Electro mechanical Pvt Ltd, Chennai, Tamilnadu as a HVAC Site Engineer (Aug, 2011 to Mar, 2015).

Projects Handled:

- <u>Tantransco, Chennai</u> (990TR)
 Project Description: Providing centralized Air conditioning Facilities from 1st to 6rd floor.
 250TR Air Cooled Chiller 3 Nos, 120TR Air Cooled Chiller 2 Nos
- **<u>Titan, banglore</u>(360TR)**

Project Description: Providing centralized Air conditioning Facilities –from Basement to 4th floor.

Hamad International Airport, Qatar(160HP)

Project Description: Providing MEP Services HVAC, Firefighting, Plumbing, Drainage – from 1st to 3rd floor.

Azhar hospital, Muscat(340HP)

Project Description: Providing centralized Air conditioning Facilities–from Basement floor to 7th floor.

Radio Society, Muscat(250HP) Project Description: Providing Variable Refrigerant flow Facilities – from Basement floor to 4th floor.

<u>Sidco, Chennai-32(600TR)</u>
 Project Description: Providing centralized Air conditioning Facilities – 1st to 9th floor.

Personal Profile		
Name	:	B.Palanikumar
Father's Name	:	A.Balu
Marital Status	:	Married
Date of Birth	:	07-05-1988
Contact Address	:	No.37, Sri Ramachandra Appartment,
		AnnaiAbirami Nagar, 3rd Street,
		Koluthuvancherri,
		Chennai-600122.
Languages Known	:	Tamil [Read, Speak & Write]
		English [Read, Speak & Write]
		Hindi [Speak]
Passport No	:	V3572726
Date of Expiry	:	23.11.2031

Declaration

I hereby declare that the above-furnished information's are true to the best of my knowledge.

Place: Date:

(B.PALANIKUMAR)