



AJEEB KHAN J.

Mechanical Engineer

Proficient in running successful method-oriented operations and taking initiatives for business excellence through process improvement, targeting assignments



Profile Summary

- Competent professional with nearly 5 years of experience in controlling project activities & managing the complete project management cycle entailing requirement gathering and final execution of the same
- Planning & Program Management
- Design & Selection of HVAC Systems
- Calculate heat loss/gain for residential and commercial applications
- Approval & Execution of HVAC system Designs
- Estimation & BOQ preparation for HVAC Tender projects
- Co-Ordination in the installation and follow-up of jobs
- Knowledge of pharmaceutical utility systems, equipment, and facilities
- Client Relations & Communications
- Subcontractor Negotiations, Contracts & Relations



Education

- Bachelor of Engineering in Mechanical Engineering from Marthandam College Of Engg & Tech, Tamil Nadu from ANNA University, Chennai, Tamil Nadu in July 2015 (CGPA:6.5)
- Higher secondary from K.P.M.H.S.S Cheriyaavelinalloor Kollam, Kerala, Board of Kerala in March 2011 (82%)
- High School from VHSS Arkannoor, Kollam, Board of Kerala in 2009 (85%)



Work Experience

From 01 feb'-2017 to 15th October'2020 (3 year 8 months)

Project Engineer (HVAC) at AL NADDAF COOLING SYSTEM LLC.,
Ruwi, Sultanate of Oman.

Key Result Areas:

- Site Management, Sub Contractor Co-ordination at site.
- Design and drafting Co-Ordination of HVAC Drawings .
- Project Materials and Equipment Procurement and Follow-up.
- Estimation of Project Cost, Quantity take-off, BOQ preparation and Quotation Preparation.
- Tagged drawing and Tag Sheet preparation for the Fabrication of Ducts.
- Co-Ordination and follow-up for the Duct Fabrication with the Supplier.
- Procurement and follow-up the Air terminal Devices as per the Site Requirement.
- HVAC Unit Commissioning Co-Ordination.

Contact



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Core Competencies

- Mechanical Engineering
- Site Engineering
- HVAC Drawings
- HVAC Project Management
- Duct Fabrication Management
- Site & Manpower Planning
- Quality Compliance
- Report, Documentation & As built Drawings
- Team Building & Leadership



Soft Skills

- Communicator
- Innovator
- Investigator
- Collaborator
- Intuitive
- Team Leader



Major Projects

- **Projects managed in AL NADDAF COOLING SYSTEM LLC.:**
- MINISTRY OF SPORTS- 4 Nos. of Sports Hall HVAC Supply & Installation of HVAC systems- Darsait, Fanja, Quriyat, Musannah- Sultanate of Oman. (Package units: 160TR)
- SPINNEYS (AL-FAIR) Supermarket at Muscat hills – Ghala (DX Units: 120TR)
- MEDC (Muscat Electricity Distribution Co.) Primary Substation Upgrading (HVAC)– Mabella (Package Units: 80TR)
- MEDC (Muscat Electricity Distribution Co.) Primary Substation (HVAC) in Mall of Oman – Bowshar (Package Units: 80TR)

- HSE Co-Ordination and Documentation requirements for the sites.
- As built Drawing preparation and Shop Drawings.
- Supervision and Engineering Co-Ordination at site.
- Client and Main contractor Co-ordination Meetings and Site Meetings.
- Site Reports, Delivery notes Invoices Handling and other Documentations.
- Air Balancing, Water Balancing and Third Party Certifications at the Commissioning and Hand over.
- Consultant & client approval towards the installation procedures
- Ramping up projects in close co-ordination with contractors, consultants, architects and other external agencies, ensuring on time deliverables
- Checking worker muster roll, material stock log
- Formulating material approval sheet (MAS), monthly progress report (MPR), quantity variation sheet.

Highlights:

- Supervising all Installation activities including providing inputs for methodologies and coordinating for site management activities
- Scheduling project in logical steps within time frame & cost requirements to meet deadlines including pre-launch procedures, systems and handing over of the assigned project to Sales/ Facilities Management from original concept to implementation of challenging market dynamics

From August'2015 to December'2016 (1 year 5 months)

HVAC SITE ENGINEER at **SUTHERMECH ENGINEERING**, Joys Land Building, Toll junction, Edapally, cochin- 24.

- Plan, Execute and continuously improve the preventative maintenance related to the facility's HVAC system in general.
- Responsible for data gathering, design, estimating, proposal and implementation of HVAC, refrigeration and ultra-cold refrigeration systems projects, Procurement of Materials like Air Terminal Devices and Follow-Up
- Installs, maintains, troubleshoots and repairs all facilities HVAC systems including compressors, chillers, air handling units, HEPA filtration, and related equipment.
- Identify and recommend system equipment and process improvements.
- Provide technical support during all Installation related activities.
- Site Meetings, Consultant & Client Approvals for the installation procedures and Activities.

Workshop / Trainings

- Professional MEP Training in HVAC. from ACE INDIA Training & Services PVT Ltd. Cochin, Kerala
- Industrial training at Indian Rare Earths Limited (IREL) Quilon, Kerala
- Industrial visit at Arch dam Iduki, Kerala

IT Skills

- AutoCAD, MS Office, Duct Sizer & Planswift

- **Projects Managed in SUTHERMECH ENGINEERING, Cochin:**
- 60 TR Chiller AHU Kitchen Extension in VIVANTA By TAJ , Cochin
- 120 TR Chiller AHU Expansion Project in MARRIOTT hotel , Cochin
- Installation of 190TR Ductable Split AC Project in ARCHANA RETREAT, Kollam, Kerala

Career Timeline

FROM FEB'2017 – OCT'2020
AL NADDAF COOLING SYSTEM LLC.

FROM AUG'15 – DEC'16
SUTHERMECH ENGINEERING

Extracurricular Activities

- Planned seminars with various professional experts during the academics



Personal Details

Date of Birth: 03rd May 1993
Languages known: English, Hindi, Arabic, Malayalam & Tamil
Permanent Address: Paravila Veedu, Karalikonam, Arkannoor (po), Ayoor, Kollam, Kerala India, Pin code: 691533
Nationality: Indian
Passport No.: N6711109
Driving License: Valid (OMAN), No:109744506, Exp: 11/04/2027
Marital Status: [Married](#)

Reference shall be provided on request



Declaration

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

PLACE : Kollam, Kerala
DATE : 30/08/2020

Ajeeb Khan. J