

APPLICATION

To

The Managing Director
Selection Manager
H. R Department.

Subject: Application for Position of **Mechanical Engineer**

Respected Sir,

It is with great interest that I am seeking to secure a position as a **Mechanical Engineer** in your company region.

I believe that my professional abilities, combined with my strong interpersonal skills & work ethic would greatly benefit your company.

I am eager to grow in profession & would welcome the opportunity to discuss how my expertise would best meet the needs of your company.

Sir If given a chance for service I will perform my best to the entire satisfaction of my seniors & the whole department.

Please contact me at your convenience.

Thank you for your time and consideration.

Yours Sincerely,
Sarfaraz surve



SARFARAZ NAZIR SURVE

Email: sarfarazsurve182@gmail.com

Mobile: (00966) 550522965

Career Objective:

*To create and maintain challenging and mutually beneficial relationship that can enhance my existing educational and professional expertise in the field of **Mechanical Engineering** which gives me satisfaction of having made significant contribution to the field as well as contributes to my personal growth.*

Work Experience:

- Currently working as **HVAC ESTIMATION ENGINEER** at **Alghanim Engineering** from **January 2020 till date, KUWAIT.**
- Worked as **HVAC PROJECT ENGINEER** at **Mr.Fahad Al Othman Residential buildings (600 TR Capacity)** at **Julaia** with **ALGHANIM ENGINEERING** from **January 2019 till December 2019, KUWAIT.**
- Worked as **HVAC PROJECT ENGINEER AT FAHAHEEL COMMERCIAL BUILDING, FCB** with **ALGHANIM ENGINEERING** from **May 2018 till January 2019, KUWAIT.**
- Worked as **PROJECT ENGINEER WITH ALGHANIM ENGINEERING AT KUWAIT INTERNATIONAL TENNIS COMPLEX** from **July 2017 to May 2018.(Approved Engineer), KUWAIT.**
- Worked as **HVAC ENGINEER with ECOVERT FACILITY MANAGEMENT** at **CENTRAL BANK OF KUWAIT NEW HEAD QUARTER BUILDING** from **October 2015 to July 2017, KUWAIT.**
- Worked as **Mechanical Maintenance Engineer in Urdhwa Chemicals co. pvt. Ltd India** from **March 2012 to august 2015.**

Projects:

- **Mr.FAHAD AL OTHMAN RESIDENTIAL BUILDINGS , JULAIA (7 BUILDINGS), KUWAIT**
- **FAHAHEEL COMMERCIAL BUILDING, FCB, KUWAIT**
- **KUWAIT INTERNATIONAL TENNIS COMPLEX, KUWAIT**
- **CENTRAL BANK OF KUWAIT TOWER NEW HEAD QUARTERS, KUWAIT**

CURRENT JOB PROFILE:

- Strong commercial HVAC and Mechanical experience
- Expertise in estimating and construction takeoff
- Familiarity with Cooling Towers, Exhaust Systems, Heat Pumps, HVAC Equipment and Water Heaters
- Proficient in Microsoft Office (Word, Excel, and Outlook), Web-enabled applications and database software
- Good understanding of contract plans and specifications
- Ability to read, analyze and interpret bid documents and blueprints
- Ability to accurately tabulate duct and pipe quantities from drawings
- Ability to determine scope of work and required content of a complete estimate
- Reviewed plans & specifications
- Performed load calculations, designed duct systems and took off HVAC equipment
- Calculated labor costs
- Coordinated with subcontractors & suppliers.
- Prepared proposals & cost break downs.
- Assessed customer needs and coordinated projects.
- Prepared preliminary cost estimates for projects in planning phase.
- Reviewed estimates prepared by consultants and reviewed change order costs
- Calculated quotes to contractors for pumps, boilers, hydronic and plumbing equipment.

Last Job Profile:

- General supervision and inspect the installation, modification and commissioning of HVAC System at Site.
- Facility management at the site/building.
- Pre-commissioning of HVAC system
- Monitor, verify and document the work being performed at Site.
- Work on Computer aided facility management.
- To provide proper implementation of Design at Site.
- To provide technical assistance to construction team as needed.
- Generate/Review material requisitions, submittals, and ensure contract performance measures are met.
- To co-ordinate with other Engineering Disciplines.
- To handle complete mechanical installation, testing, commissioning and snag inspection of HVAC Systems.

Last Job Profile:

- Inspect all HVAC systems, duct works, controls etc.
- Making sure the maintenance & performance of A/C equipment's on monthly basis.

- Making sure the quality control & satisfaction of client.
- Enforce corrective actions to clear deficiencies identified and prepare request for inspection.
- Maintain checklist for all HVAC maintenance tasks and files test records.
- Ensure compliance of works to the project drawings / specifications / standards.
- Verification for correctness of testing, adjusting, balancing & commissioning of HVAC system.
- Site visit, visual inspection.
- Submission of any deficiency report after preliminary inspection of HVAC system.
- Co-ordination with client & TAB office.
- Assigning TAB technician to perform TAB works as per NEBB procedural standards.
- Submitting progress reports to the client & Projects Manager.
- Commissioning, Erection, Operation & Maintenance of HVAC system.
- Supervise the Technician team.

URDHWA CHEMICALS CO.PVT. LTD, LOTE, KHED, RATNAGIRI, India

Urdhwa Chemicals Limited in an ISO 9001-2000, ISO 14001 and OSHAS 18001 Certified Company. Since its inception it has been the benchmark for quality and on time delivery. It has not revolutionized the pharmaceutical chemical industry but also brought new innovation to achieve quality and fulfill customer needs and demands on time every time.

Key Responsibilities:

- Hands on experience of preventive and breakdown maintenance of static and rotary equipment's viz., pumps, reactors, heat exchangers, tanks, HVAC units, MEP, firefighting, etc. in batch process industry.
- Provided solutions and fixed equipment malfunctioning, system faults – corrective actions, modifications and performed replacements and/or new installation.
- Managing of the mechanical manpower for the area and assigning specific responsibilities according to their experience and skills.
- Manpower planning as per schedule, progress reporting, co-ordination with other departments in-house, with the client and vendors.
- Identify and update the required spare list. Raising the purchase requisition, preparing technical comparison and recommendation.
- Working under projects and changeover commissioning activities, start-up and shutdown.
- Documentation work viz., daily and monthly reports, Bills of Contractors.

Working Area:

- Plant, Utilities, ETP, Tank farm, R&D.

Equipment's handled:

- Pumps, Reactors, Tanks, Heat Exchangers, Blowers, Cooling Tower, Filter, Rotary Dryer, Ejectors, Coal Boilers, Chilling Plant, Tray Dryers, Micronizer, Milling machine, Vacuum pump, Centrifuge (SS & RUBBER LINE), Anchor Nuss Filter, Air compressor, HVAC units, firefighting etc.

Technical knowledge:

- Maintenance of all HVAC equipment's like chiller AHU, FCU, DX Split Units, Packaged AC Units, Ducts, etc.
- Inspect site conditions prior to start of work activities and verify the compatibility of the site with designed work parameters.
- To supervise, execute and ensure that Refrigerant piping/Ducting work.
- Installation is as per applicable drawings and specifications.
- Knowledge of working on Computer aided facility management.
- Coordinating with concern contractors at the Project & ensure the availability of required plant, Equipment & Materials as per schedule plan.
- Responsible for full study and Execution of HVAC.
- Preparation of Material Submittals to get approval.
- Co-ordination with all subcontractors for different activity of the project.
- Good Knowledge of AHU, FCU and Chillers.
- Knowledge of Sales and Marketing of HVAC products.
- Knowledge of various mechanical equipments like Chillers, Pumps, Cooling towers, Air handling Units, Fan coil units, Ventilation units.
- Basic knowledge of FIRE FIGHTING (Sprinklers, Hydrants, FM 200, Foam System, Inert Gas system).
- Well Versed in MS-OFFICE (MS Word, MS PowerPoint, and MS Excel).

Strengths:

- Exceptional Communication skills, Good presentation skills, confident and disciplined with keenness to explore and learn new things.
- Organized and ability to work under pressure.
- Adaptability to any software or hardware development work environment.

Computer Literacy:

- **Working knowledge of the following:**
 - **Software** : AutoCAD 2006-2010/SAP
 - **Operating System** : Windows 2000 / XP
 - **Application** : MS Office – 20007-10.

Personal Information:

- **Date of Birth** : 22nd APRIL, 1988.
- **Personal Strengths** : Excellent Communication Skills, Team Player Eagerness to learn new things.
- **Languages Known** : English, Arabic (speaking), Hindi, Urdu.
- **Address** : Al Khobar, Saudi Arabia
- **Visa status** : Transferable
- **Nationality** : Indian
- **Passport** : (Expiry September 2023)

Academic Qualification:

- **10th** from **Maharashtra State Bard** with 73.67%.
- **12th** from **Maharashtra State Board** with 53.17%.

Technical Qualification:

- **BACHELOR OF ENGINEERING IN MECHANICAL ENGINEERING** from **MUMBAI UNIVERSITY** with **60.47%**.

Declaration:

I hereby solemnly assure that all statements made above are true and correct to the best of my knowledge and belief.

Place: **Al Khobar, Saudi Arabia**

SARFARAZ NAZIR SURVE



(شعار الجامعة)

جامعة مومباي

نحن

رئيس الجامعة ونائب رئيس الجامعة وأعضاء المجلس الإداري
نمنح درجة

بكالوريوس الهندسة

(الميكانيكا)

إلى

سورفي سرفراز نذير سلطانة

من كلية هندسة ماندار لتعليم المجتمع راجارام شيندي
بالمرتبة الأولى

في الامتحان المنعقد في مايو 2012
في حفل التخرج المنعقد في 12 يناير 2014

(توقيع وختم)

نائب رئيس الجامعة

3663865

التصديقات:

كاتب العدل الهندي

خارجية الهند

سفارة الكويت في

الخارجية الكويتية



إسماعيل مرزوق الشحلي

مترجم مبتدئ

Ismail Marzooq AL- shatti

J.r translator





University of Mumbai
मुंबई विद्यापीठ

OR

the Chancellor, Vice-Chancellor
and
Members of the Management Council
confer the Degree of

Bachelor of Engineering
Mechanical
on

Surve Sarfaraz Nazir Sultana

Mandar Education Society's Rajaram Shinde College
of Engineering
in the **Pass Class**

for the examination held in May 2012
at the Convocation
held on 12th January, 2014.

आम्ही,

कुलपती, कुलगुरु
आणि

व्यवस्थापन परिषदेचे सदस्य
अभियांत्रिकी स्नातक

यंत्र
ही पदवी

मे २०१२ मधील परीक्षेत
उत्तीर्ण झाल्याबद्दल

सुर्वे सरफाराझ नझिर सुलताना

मंदार एज्युकेशन सोसायटीचे राजाराम शिंदे कॉलेज ऑफ इंजिनिअरिंग
यांना

१२ जानेवारी, २०१४ च्या
दीक्षान्त समारंभात प्रदान करित आहोत.



BENG-13-390-15289-16628

Surve

Vice-Chancellor / कुलगुरु



3663865



مجموعة الخواري للتجارة العامة والمقاولات
AL-KHAWARI GEN. TRADING & CONT. GROUP

Ref: KGTG/EREC/28232017

Date: 16/09/2017.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Sarfaraz Nazir Surve, Indian National, holder Passport No: L-5269153, and Kuwait Civil ID. No: 288042205923 was working in Al-Khawari Gen Trading & Contracting Group. as a HVAC Engineer, from October 2015 to August 2017.

During the tenure of service Mr. Sarfaraz Nazir Surve's conduct was exemplary, dedicated and result Oriented to given task

This certificate is issued upon his request without any liability to the company,

We wish him all the best for his bright future.

Melwyn D'Souza

General Manager



Date: 01.12.2021

Reference: 41792

Certificate of Service
To Whomsoever It May Concern

This is to certify that:

Name : Mr. Sarfaraz Nazir Surve
Nationality : Indian

Was working with ALGHANIM ENGINEERING as per the below details:

Appointment Date : 17.09.2017 to 30.11.2021
Job Title : PROJECT ENGINEER
Department : Alghanim Engineering-PJ-CO-IN-DI-FTZ

This certificate has been issued to the above upon his/her request without any obligation on the part of our company.

For/ALGHANIM ENGINEERING

