

IRFAN KHAN (MEP MANAGER-UPDA APPROVED)

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Seeking challenging position in Project engineering , coordination and management of MEP Project with a reputed organisation

Profile Synopsis

- ✦ **B.E (Mechanical) 14 years** of experience in project management, Project engineering, Supervision ,testing and Commissioning, Operation & Maintenance and resource planning of Major infrastructure(MEP), high rise buildings, hotel, Hospital and District cooling plant projects
- ✦ As a Mechanical manager responsible for review of Preliminary & Detailed Design MEP service drawings, Verification of equipment design by static pressure calculation , piping design and layout , selection of fans ,AHUS ,FCUS, Vendor qualification, material submittal approval, Material inspections, Site survey, Soil investigation works, construction supervision, design coordination. Clearing RFI's and witnessing for site inspections, Preparation of Construction drawings and coordination with Civil, architectural Departments.

Area of Expertise

Project management:

- ✦ Possesses strong negotiation & analytical skills with the ability to deal with Clients, Project Members, Consultants, Sub-Contractors .
- ✦ Working with operations manager to meet project objectives
- ✦ Identifying changes to the scope of the project
- ✦ Managing concessions / deviations with Customers
- ✦ Support Contract/QS Department for invoicing ,variations ,EOT claims.
- ✦ Ensure Project schedules are accurate and advise on the implications of changes and delays.
- ✦ Highly skilled in manpower management and Quality Management .
- ✦ Implementing project management tool like KPI and KAM to assess the progress
- ✦ Ensuring QHSE policies on site strictly to avoid incidents.
- ✦ An effective communicator with excellent relationship management skills and strong analytical, leadership, decision making, problem solving & organisational abilities.
- ✦ Monitoring the activities of testing and commissioning until handover of the project
- ✦ Closing out of Project successfully

Project Engineering:

- ✦ Familiar with Mechanical service Design, calculations and preparation of final drawings; well versed with material ordering & site deliveries.
- ✦ Experience in preparing technical submittal for Plumbing and HVAC and finalising total quantity of individual items as per site plan.
- ✦ Finalising Standard schedule of rates for various items; performing rate analysis of individual items and finalising the competitive rates for the individual items.
- ✦ Preparation of bill of materials for the various items as well as work order.
- ✦ Hands on preparing final tender documents with specified technical description, quantity, particulars of specifications, etc.
- ✦ Responsible for overseeing a specific scope of work on a project
- ✦ Presenting at internal Project Reviews as required for the specific scope of work

Project coordination:

- Worked on complex nature of project involves difficult coordination at site .
- Ensures Coordination in MEP services and low current systems.
- Skilled at coordinating and executing MEP projects involving Design, erection, commissioning and handover.
- Coordinating key tasks to meet specific project deliverables/requirements

Project Supervision:

- Monitoring and controlling MEP services execution work according to the approved Design/Shop/Coordination Drawings .
- Monitoring and controlling coordination issues with main contractor/Client appropriately
- Verification of Design by Design calculation and selection of equipment.
- Developing action plans and monitoring the progress with the help of planners.
- Preparation of Method statement , Inspection and test plan and precommissioning check list.
- Knowledge of integration of MEP system
- Involved in approval of Electrical and Mechanical system by authorities like kahrama, QCDD, DEWA and municipality.
- Preparation of invoices by QS and getting final approval by the Client.
- Overview all MEP related matters during the design and the construction phase of a project
- Takes a Warranty on good production process of MEP construction (HVAC, Firefighting installations, ELV and HV systems, etc.) and other project related works.

Career Scan

"Diplomat MEP under Almana group " Doha Qatar.

Oct 2013 to Till Date **M/s Diplomat , Doha Qatar**

Position Held: **MEP manager**

Project: **JW Marriott Hotel (53 Floors) (Under Construction)**

Client : **Marriott Group**

Project: **Completed Construction of 2 towers Office (33 Floor) and Residential (33 Floors) in west bay corniche doha.**

Client: **Hamad Ali bin Ali Alattiya**

Responsibilities:

- In-Charge of the execution and supervision of MEP works which includes HVAC, Plumbing, Firefighting, and Electrical works.
- Control and monitor all construction activities at site to achieve completion of works as per established / agreed program.
- Identifying scope for planning, implementing & monitoring technological changes to enhance productivity.
- Advance resource planning, in-process inspection, team building, and mobilization of resources, finalization of sub-contractors and suppliers / vendors.
- Carrying out estimation / budgeting for the project with respect to the contract scope and specification.

- ✦ Rendering technical support for the site team, ensuring the execution of project within time, quality, contract design, specification, cost & budgetary parameter.
- ✦ Directing, leading and motivating workforce for accomplishing greater operational effectiveness/efficiency.
- ✦ Ensure that suitably qualified personnel are available and in charge of the various parts of the work.
- ✦ Managing the MEP program and risk, on time completion and delivery of the MEP systems on budget.
- ✦ Maintains a functional relationship with Consultants, builders, client representatives, architects, all professionals and officials involved in the project.
- ✦ Preparing and implementing inspection, testing procedures and PQP/Quality assurance plan.
- ✦ Preparing commissioning schedules, method statements in coordination with equipment supplier, erection agency, testing and commissioning team to match with the project completion plan.
- ✦ Ensuring that the equipment supplied are in compliance with approved & pre-set technical specifications.
- ✦ Manage the coordination process between consultant, client, contractors, suppliers for approvals (All shop drawings, materials, IR, MIR, Samples).
- ✦ Liaise and coordinate with the Client's design, management and construction team.
- ✦ Maintaining log / track record for Material, manpower, drawing, correspondence, NCR, etc.
- ✦ Managing the MEP Risk and advice senior management regarding the issues as and when required.
- ✦ Attend regular progress meeting with Client, consultant, site team as per schedule agreed.
- ✦ Provide input to MEP contractor's payment applications.
- ✦ Provide reports on the MEP systems status and progress.
- ✦ Introduce Value Engineering where appropriate and gives cost saving.
- ✦ Maintaining the required HSE at site and creating awareness during toolbox talks.
- ✦ Ensures the inspection, measure and test equipment's used at site are calibrated and suitable for use.
- ✦ Lead the project commissioning process with internal and external agencies.
- ✦ Demonstrate the MEP systems to the Client before project handover.
- ✦ Planning & effecting preventive maintenance schedules of MEP equipment's to increase reliability.
- ✦ Proactively identifying areas of obstruction/breakdowns and taking steps to rectify the MEP equipment's and machines through application of trouble shooting tools during DLP.
- ✦ Executing cost saving and energy saving techniques/measures and modifications to achieve substantial reduction in O&M Expenditures and work within the planned budget during DLP.
- ✦ Working on succession planning of the workforce, shift management activities, appraising the member's performance & providing feedback

Oct 2009 to July 2013 VISION ELECTROMECHANICAL - SAUDI ARABIA

Position Held: Project Engineer / Technical Coordinator

**Project: 300 bed Hospital In madina munawwara
Haram Extension phase -3**

- ✦ Review of Contract Documents.
- ✦ Managing the Design and drafting section for production of Mechanical drawings and timely submission
- ✦ Follow up with consultants for timely approval of materials and drawings.
- ✦ Checking Design and technical details related with materials and equipment's

- Involved in Design and selection of Pump head calculation, static pressure calculation for AHU, Fans and FCU units.
- Selection of Chiller, AHU and other equipment's as required by project design .
- Selection and design of ventilation system.
- Design and selection of Chilled water pipe size and accessories.
- Design and Selection of Water supply pipe.
- Raising RFI for design change as well as coordination purpose.
- Checking material ordered meets the design and specification to avoid wrong orders.
- Installation and inspection of HVAC Services as per specification and Consultant requirement.
- Conversant with ASHRAE, NFPA and SMACNA standards.
- Attending weekly meetings with consultants and client.
- Coordination of all activities at site and resolving day to day technical issues at site.
- Coordination between various services and contractors to have timely completion of jobs as per planning.
- Claim of Variations as demanded by design change.
- Coordinates with the consultant for getting the inspection and testing plans at the appropriate stages as per the approved plan.
- Keeping an eye on project by using project management tools such as KPI and KAM
- Identifies cost trends to assist management in cost reduction and process improvement efforts.
- Coordinating with planner to prepare monthly forecast for the project.
- The core expertise in Testing and Commissioning of HVAC equipment's and resolving the problems of final performance of equipment by technical calculation and changes in equipment's at final stage.
- Handing-over the Mechanical systems with testing and commissioning to Consultant/Client representative as per deadlines.
- Responsible for Project Close Out.

Jul 2005 to September 2009 Transgulf Electromechanical LLC –Dubai UAE

Position Held: MEP Engineer

**Project Completed : Westin hotel -5 Star
Empower Owned "District Cooling Plant" (DHCC – DCP) of
56000 ton Capacity**

Computer Skills:

Operating system	Windows System
Application S/w	AutoCAD
MS Office	Conversant in MS Excel & MS word

Professional Qualification:

Education	BE (Bachelor of Mechanical Engineering) June 2005, Grade A Diploma in Mechanical Engineering 2002 Grade A
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Additional Courses attended:

- ☛ Basic Industrial Autocad from Advance Training Institute (Govt. of India).
- ☛ Training on Quality Management System
- ☛ Training on Project Management Course (PMP)

Personal Details:

Date of Birth : 08-12-1982
Nationality : Indian
Marital Status : Married
Driving License : Saudi Arabia and Qatar License
Passport No : Z2841117
Place of issue : Mumbai
Date of issue : 03-09-2015
Date of expiry : 02-09-2025

Yours Truly,

Irfan khan