

Curriculum Vitae



Naeem Akhtar

Present Address: P.O. Box 23959, Kingdom of Bahrain.
Mobile: +973 36679890
WhattsApp: +973 33903025
Email : qutabshai@gmail.com

Personal Information

Marital Status : Married
Nationality : Pakistani
Date of Birth : 30th August 1971
Place of Birth : Punjab, Pakistan
Passport No. : CU 1343553

Qualification

Diploma in Mechanical Engineering (**Power**) with specialization in **Heating, Ventilating and Air Conditioning Technology in 1991.**

Well conversant with application software viz. MS Word, Excel, Primavera-P6 and Auto-Cad etc.

Strengths

Strong contracts & project management skills, designing, tendering, cost estimation, procurement, facility management, quality control and monitoring background.

Vast experience in various areas of engineering e.g. design, erection, operations and maintenance.

Experience in leading large scale engineering projects in construction division and Effective communication along with inter personnel skills.

Licenses/Authorizations

I am Registered Member of 'I.O.R, U.K.

Work Experience

Over 30 years of practical experience with various reputed organizations as detailed below:

-
- **Successfully completed fast track Five Star Hotel and Resort Project (One & Only) for M/s Seven Holding Group involving installation and supervision of MEP works.**
 - Successfully completed fast track Dragon City Project at Amwaj Island involving MEP works.
 - Successfully completed fast track Macro Mart supermarket project at Saar involving MEP works.
 - Successfully completed fast track Hypermarket Project at Reef Mall for Sultan Trade Center, Sultanate of Oman, involving MEP works.
 - Five Storey Three building at Zinj for Sunni Waqf Directorate involving Electro-Mechanical works.
 - Successfully completion of 80 Villas project at Awali for Majlis Al Ailah involving installation of Electro-Mechanical works.
 - Successfully completion of 11 storey five star hotel project at seef for Dr. Adel Bokhara Involving in Electro-Mechanical Works.

1. GPC Contracting, Kingdom of Bahrain – 01/01/2019 – Present

GPC is engaged in Electro-Mechanical building installation & fit out works in Kingdom of Bahrain.

Working as Projects Manager –Mechanical and responsible for day to day functioning of the company including technical areas such as:-

- Design of new installation works in the areas of construction engineering, cost estimation and tendering.
- Preparation of work schedules, supervision of work.
- Invoicing and claiming variations.
- Meetings with clients, consultants and follow up with Govt. agencies.

2. Gulf Star, Kingdom of Bahrain – 01/11/2015 –30/12/2018

AWAL Refrigeration and Air Conditioning is engaged in Electro Mechanical building installation works in the Kingdom of Bahrain.

Working as Operation Manager and responsible for day to day functioning of the company including technical areas such as:-

- Design of new installation works in the areas of construction engineering, cost estimation and tendering.

- Design of new installation works (MEP), cost estimation and tendering.
- Preparation of work schedules, supervision of work.
- Invoicing and claiming variations.
- Meetings with clients, consultants and follow up with Govt. agencies.

3. **STC, Kingdom of Bahrain** **24/12/2008 – 30/10/2015**

The company was in the business of civil & electro mechanical works viz. design, installation, testing and commissioning of high and low voltage systems as well as building Air-Conditioning, Plumbing, drainage and firefighting system.

I was responsible for the following areas of activities as a **Projects Manager:**

- Engineering project design, cost estimation & tendering.
- Work scheduling, progress & cost monitoring.
- Invoicing and preparing of claims for variations etc.
- Interaction with clients and consultants.

4. **Unilever Pakistan Limited; Lahore, Pakistan** **-05/11/2006 – 30/06/2008**

Worked as Project Manager at the Wall's Ice Cream Factory at Manga Mandi; Lahore. My primary job responsibilities were Projects Planning, Construction, Operations, Testing and Commissioning of Electro Mechanical works including air conditioning, plumbing, drainage, firefighting and electrical works.

I have hands-on experience in following areas: -

- Project planning for the new expansion schemes.
- Operations and maintenance of various types of chillers, heat exchangers, air purification units, boilers, Pumps, air compressors, cooling towers etc.
- Erection, testing and commissioning of engineering equipment such as Chiller, AHUs, FAHUs, FCUs, Pumps, cooling coils, heat exchangers, pasteurizer and water softeners plant etc.
- Duct and pipe fabrication, laying of underground gravity sewer, termination and testing etc.
- Engineering, supervision and progress monitoring of engineering and drafting services.
- Air and water balancing as per design requirements.
- Air & water distribution Control Engineer
- Power consumer engineer for advising and assisting consumers in developing and maintaining their electro mechanical system as per electricity regulations of the country.
- Safety procedures of NH3 plant being used for refrigeration and air conditioning in comfort and process cooling application.
- Progress monitoring and preparation of Department's annual report

- Duct and pipe fabrication, laying, welding, NDT testing, tracing & pour city location in large scale 30” dia KHUFF gas pipe line Projects.



- Successfully completed fast track Five Star Hotel Project (Gulf Doha Marriott Hotel) for M/s Qatar National Hotels Company involving MEP works.
- Successfully completed fast track Geant Hypermarket at Al Azizia - Qatar involving MEP works.
- Successfully completed fast track enabling works for Doha International Airport involving installation of MEP works.
- Successfully completed fast track Satellite Channel project in Qatar for Al-Jazeera Satellite Channel, involving MEP works.
- EPIC of 30”Khuff Gas pipe line project from Dukkhan to Umm Said for Qatar Petroleum involving Electro-Mechanical works.
- West Bay Lagoon Project for Ministry of Municipal Affairs & Agriculture (Building Engineering Department) involving installation of Electro-Mechanical works.
- Qatar University Extension Project for Ministry of Education Involving in Electro-Mechanical Works.
- Successfully completed two stadia projects at umm al affai and umm al rasan for Qatar Olympic Committee involving electro mechanical works.

7. **Siemens Pakistan Engineering Co. Limited, 10/05/1996 – 01/05/1999**

Siemens is the Multinational Engineering and Contracting Company involving for the drafting, designing, engineering and execution of Electro Mechanical projects pertaining to Oil & Gas sector and industrial projects.

As a Project Engineer, I was managing the following works and was having staff in excess of 250 persons under my supervision.

- Material coordination and close interaction with consultants for approval of material submittals. Approvals of working drawings and as fitted drawings.
- Following the design check, procurement, planning and execution of electro mechanical works.
- Attending project progress meeting and coordination meeting with consultants and sub-contractors.
- Responsible for the awarding and follow-up of sub-contracts, billing

and variations.

- Preparation of projects reports and cost estimation.
- Preparation of tender documents and comparative statement of quoted tenders and bills checking.
- To visit the site for final testing, inspection and to ensure that the commissioning of the project is being carried out as per the design and shop drawings and to sort out problem if any.
- The approval of sub contractor's drawings and feasibility reports.
- Check and approval of operation & maintenance manuals and "as built" drawings.

8. Orient Engineers (PVT) Limited, Pakistan - 30/08/1991 – 05/05/1996

Orient Engineers is the National Flag Carrier Engineering and Contracting Company involving in the drafting, designing, engineering and execution of Electro Mechanical projects pertaining to PAEC; Oil & Gas sector and industrial projects.

As a Site Engineer - Mechanical, I was managing the following works and was having staff in excess of 150 persons under my supervision.

- Designing innovative, economical and energy efficient MEP systems for various applications.
- Designing responsibilities including whole process planning, Heat load calculations and selection of equipment.
- Designing of Ducts, pipes & preparation of shop and as built drawings based on specifications and IFC drawings.
- Preparation of project and cost estimations reports.
- Preparation of tender documents and comparative statement of quoted tenders and bills checking.
- To visit the site for final testing, inspection and to ensure that the commissioning of the project is being carried out as per the design and working drawings.
- The preparation of operation & maintenance manuals for Air-conditioning and Plumbing and drainage installations.

Awards/Certificates/Memberships

- Certificate on familiarization course on "Customer Handling" by Consult & Train; USA.