**COVER LETTER**

1. As a highly skilled “Sr.Mechanical Project Engineer “with 11-Years’ working experience in Project Management in the Engineering, Procurement, and Construction Companies (EPC) with steel structure and piping fabrication projects, HVAC with Package AC, AHU and Mobile AC Assembly, and Shipbuilding industries with Pusher Tugs, Fast Naval Ships etc. I am writing to express my interest in the “Superintendent Construction Mechanical” position at your Company I have worked on projects for 11-Years with prominent leading industries in Pakistan as well as in project **Saudi Arabia**. Therefore, I am sure that would make me a valuable addition to your team. However, I have completed a number of professional development training to meet the industry's demands. Moreover, my personal interest in learning new techniques/standards and achieving organizational goals to add value to the organization makes me the best fit for the industry

.

2. Currently, I am performing duties as, **“Deputy Manager (QC) Machinery/PQR Qualification** at Karachi Shipyard & Engineering Works, involved in the installation/commissioning of ship machinery (i.e. Gas Turbine, Diesel Engines, Gear Boxes, Shaft and Propeller, Hydraulic Systems, Fire Fighting Systems, installation of anti-corrosion  Sacrificial Anodes) and also supervising/managing a team of 11x QC Personnel (including 01x Assistant Manager,10x QC Supervisors) in order to meet the demands of the project.

**3. Areas of expertise/skills:**

|  |  |  |
| --- | --- | --- |
| 1-Production/Manufacturing | 2-QA/QC | 3- Estimation & Invoicing |
| 4-Fabrication/Welding | 5-Bill of Material Preparation | 6- Reporting & Letter Writing |
| 7-Procedure Preparation | 8-Lean Technique | 9- Safety Management |
| 10-Electrical Wiring | 11-Leadership | 12- Pipe Fabrication |
| 13-Machinery Installation | 14-Steel Structure Fabrication | 15- Exchanger Manufacturing |
| 16-AUTOCAD |  |  |

**4. Codes/Standards Knowledge:**

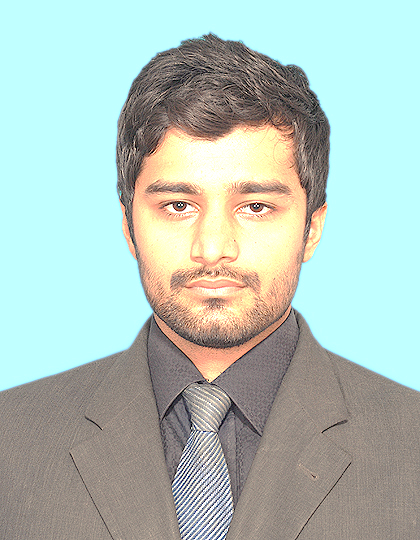
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| --- | --- | --- |
| 1-ASMEStandards | 2-IACS Shipbuilding Society | 3- API Codes |
| 4-TEMA Standard | 5-ISO/BSEN Standards | 6-BV/TL Rules |

**5. Training/Certification:**

|  |  |  |
| --- | --- | --- |
| 1-Auto Cad | 2-Diploma CNC Programming | 3-Dye Penetrant Testing |
| 4-Magnetic Particle Testing | 6-Supervisory Skills | 7-IOSH-Managing Safely |
| 8-Key Performance Indicators | 9-Breaking the Barriers | 10-ANSYS Software |
| 11-Process Design Engineering | 12-Microsoft Office | 13-ERP/SAP End-User |
| 14-Brazing/Welding Training | 15-Fire Fighting | 16-CPR, Emergency Exit |

6. A detailed CV along with educational documents, certificates enclosed as a reference.

Thanks,  
Best Regards.  
Engr.Altaf Khan  
0092-3007847727 (What's App)

***Engr.Altaf Khan***

B.E Industrial Engineering & Management (2012)

Pakistan Engineering Council# INDUS/2302

Email I.D: [engineeraltafkhan@ymail.com](mailto:engineeraltafkhan@ymail.com)

Linked-In Profile: https://www.linkedin.com/in/altaf-khan-niazi-52319b1b6

Mobile No.0300-7847727(What’s App)

**CAREER OBJECTIVE:**

Solutions and Progress oriented professional, eager to apply experiences in Project Management in prominent. Leading EPC, HVAC, and Shipbuilding industries in Pakistan as well as in Saudi Arabia.

Having fabrication and repairing experience in steel structure, plant piping, heat exchangers

And shipbuilding, machinery outfit.

**PROFESSIONAL EXPERIENCE SUMMARY (11 Years):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RANK/POSITION** | **COMPANY NAME** | **TYPE OF INDUSTRY** | **FROM** | **TO** |
| Deputy Manager  (Machinery & Outfitting) | KARACHI SHIPYARD & ENGINEERING WORKS | Shipbuilding | 01-09-2021 | **Present** |
| Lead Project Engineer | SURIA ENGINEERING | EPC Contracting | 06-01-2020 | 30-06-2021 |
| Production Engineer | AL ZAMIL-**SAUDI ARABIA** | HVAC Manufacturing | 10-05-2015 | 30-06-2019 |
| Project Engineer | GRESHAM’S EASTERN | Boiler Manufacturing | 01-04-2012 | 30-04-2015 |

**Introduction of “SHIPYARD & ENGINEERING WORKS, KARACHI”**

Mainly a Naval Ship repair, Shipbuilding, Submarine Construction and Heavy General Engineering Industry controlled by Ministry of Defense Pakistan. Established in 1954, certified ISO 9001, 14001 & 45001

**RESPONSIBILITIES “Deputy Manager (QC)”-Machinery Outfit**

* Understanding Shipbuilding scope of work and special contract requirements.
* Ensuring adherence to the mutually agreed Inspection Test Plan, Drawings and applicable Rules.
* Conducting daily meeting with the QC team for monitoring and completion of assigned tasks.
* Preparing Daily, Weekly and Monthly QC activities progress reports.
* Issuance of Observation and Non Compliance Reports, following up for corrective action & closure.
* Preparation/Modification of QC Procedures to meet the standard requirements.
* Review of WPS, PQR tests results for shipbuilding (various) material, as per Rule/Class requirement.
* Understanding/resolving Class Surveyor Technical queries on time.
* Continuous improvement through training, development and team motivation.
* Training production technicians to avoid daily recurring QC issues through One Point Lesson.
* Record keeping of NCR Logs, Class Surveyor comments logs maintained in file.
* Introducing QC Inspection Tools for capacity building, calibration and maintenance of Non-Ops tools.

**ACHIEVEMENTS IN SHIPYARD & ENGG.WORKS LTD, KARACHI**

* Undertaken 48x PQR Qualification tests for shipbuilding material i.e. DH36, Normal Strength, CuNiFe, Aluminum, SS and casted materials. Rewarded by Top Management with incentive.
* Destructive Testing/Verification of shipbuilding materials with Class Surveyor as per Class Rules.
* Implemented One Point Lesson Technique in-order to control repetitive Quality Issues.
* Highlighted non-standard practices to management and suggested applicable solutions for pickling/galvanizing

**Introduction of “SURIA ENGINEERING, KARACHI”**

EPC Contracting Company (ISO 9001 Certified) involved in turnkey projects of chemical process plants, oil and gas manufacturing of Desiccators, Storage Tanks, Heat Exchangers, Piping and steel structures.

**RESPONSIBILITIES “Lead Project Engineer”**

* Understanding Project Scope of Work and Project Timeline for planning and monitoring.
* Preparing daily, weekly and monthly progress monitoring reports.
* Preparing fabrication drawings with details for smooth production.
* Preparing structural members and plate connections cutting plan along with bill of material.
* Inspection of mock up assembly of structures.
* Arranging customer meetings for technical queries and special requirements.
* Preparing procedures for process i.e. Dish End Manufacturing, Heat Treatment, Sand Blasting, Painting.
* Ensuring standards compliance as per Inspection Test Plan.
* Arranging customer inspection as agreed in Inspection Test Plan.
* Suggestion/selection of QC Inspection Tools for improving Quality and Customer Satisfaction.
* Responding to technical queries from customers with reference to standards/codes.

**LIST OF PROJECTS**

* Achieved on time completion of following projects while performing duties as Lead Project Engineer.

1. **Engro Polymer & Chemicals Plant Expansion (Port Qasim, Karachi)**

Project Duration: Jan 2020 to Jul-2021

**Scope:** Fabrication of (Bolted) Steel Structure (18000+Tons), Repair of Imported Old Structure

(40 Tons), Piping Fabrication and Installation (2400 Dia.Inch) at Plant, Fabrication/Repair of

03x Heat Exchangers of different capacities.

1. **ACT Polyols (Nooriabad, Karachi).**

Project Duration: Jun 2019 to Mar-2021

**Scope:** CompleteFabrication/Installation of Sorbitol & Glucose Plant, steel structure, plant piping and complete equipment i.e. 01xHydrogen Generator, 03x Hydrogen Reactors, Glucose and Sorbitol Plant Machinery.

1. **PSO Terminal-1, Keamari, Karachi.**

Project Duration: Jan 2021 to Mar-2021

**Scope:** Repair and installation of damaged piping of Petrol Terminal from Port Jetty to Terminal approx.25 KM.

1. 02x Incinerator (Capacity: 50 KG/Hr.) manufacturing for PNS Shifa Hospital.
2. Vertical Shell Tube Heat Exchanger manufacturing for Engro Polymer & Chemicals.
3. Repairing of 03x shell tube type heat exchangers (TT-306, TT-307 and CN-2F) for Engro Polymer & Chemicals).

**Introduction of ALZAMIL AIRCONDITIONERS-SAUDI ARABIA**

* HVAC Company involved in manufacturing out customized HVAC Products i.e. AHU, Chillers, Package

Units, Fan Coil Units and Mobile Air-Conditioners.

**RESPONSIBILITIES -PRODUCTION ENGINEER**

* Understanding Scope of Work, Deviation Reports, Special Requirements and Drawings.
* Following “Master Production Schedule” and preparing production plan to meet the required production by utilizing available resources.
* Maintaining updated record of material shortages with expected time of arrival.
* Participating in Daily Production Meetings with Planning, Fabrication and QC teams to meet requirements.
* Prioritizing Units completion other than Master Production Schedule.
* Responding to the customer complaints, suggesting preventive actions to control issues.
* Conducting Vendor Sample Evaluation test to check the feasibility for assembly.
* Preparing daily, weekly and monthly Production Monitoring/Performance Reports along with Downtime Reports. Assisting management for preventive actions required to meet the deadlines.
* Repairing of HVAC Systems as per provided work order sheets.
* Application of Lean Manufacturing and Kaizen Techniques for continuous improvements.
* Ensuring safety of equipment, property and manpower and informing safety officer in case of any findings.
* Assembly of electrical control boxes i.e. DOL Starters, Star Delta Connections for Chillers, AHU, and Package Units.

**ACHIEVEMENTS IN ALZAMIL AIR CONDITIONERS**

* Reduced wire scrap by 20% while used small length wires for smaller product group units.
* Reduced the recurring design related issues through co-operation with design office.
* Highlighted/reduced major recurring reworks and their impact on production efficiency.
* Improved team work culture through counseling, motivation resulted in production improvement by 25%.
* Manufactured multiple products in assembly lines by avoiding culture of one product type production.

**Short Introduction of GRESHAM’S EASTERN (PVT.)LTD**

EPC Contracting Company (ISO 9001 Certified) involved in manufacturing of Boilers, Storage

Tanks, Heat Exchangers, Piping and steel structures on turnkey basis.

**RESPONSIBILITIES-PROJECT ENGINEER**

* To Manage Plans and Schedules to Effectively Organize the Work Shop Fabrication Activities.
* To prepare B.O.Q, Plan for Resources such as Man Power/ Material to Meet Project Requirements
* To Prepare Weld Maps and Weld Matrix from Isometric Drawings
* Safe Execution of Gas Cutting, Grinding, SMAW & GTAW
* To Participate Weekly Meeting with the Workshop Manager / Operations Manager and keeping them informed of progress
* To Ensure Proper Documentation required for the Completion of Work as per ISO 9001 & Gain approval from the Q.C Department
* To ensure that the Safety Regulations are adhered.
* Monitoring of Post Weld Heat Treatment of Annealing Furnace Operation.

**MAJOR IMPROVEMENTS**

* Application of Japanese Production System (5S, Kaizen, Jidhoka)
* Provide in-house training to the Employees to improve productivity
* Emphasized to meet the Work and Safety Standards with less wastage.
* Made Jigs and Fixtures.

**CERTIFICATIONS:**

* ASNT NDT Level II Ultrasonic Testing-Aero Technologies & NDT Services
* AutoCAD (Mechanical)-Dawood College of Engineering & Technology
* ANSYS (Structural Analysis)-National Institute of Design and Analysis
* (G & M) Codes CNC (Lathe, Milling & Wire-cut)-Karachi Tools Dies and Mould Center-**6Months**
* Process Design Engineering Course (Line Sizing, P & I.D)-OMESOL(Karachi)

**TECHNICAL SKILLS:**

* Laser Shaft Alignment and Balancing (SKF-systems)-**3 Months**
* Vibration Analysis and Bearings (SKF-systems)-**3 Months**

|  |
| --- |
| **COMPUTER LITERACY:** |

* AutoCAD (Mechanical)-**6 Months**
* ANSYS (Structural Linear Analysis)-**48 Credit Hours**
* Primavera 6.0 (Project Management )—**06 Months**
* ARENA (Simulation) – Managerial Decision Making Tool-**06 Months**
* MS-Office (Word, Excel, Power point)

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| --- |
| **IN-HOUSE TRANINGS:** |

* Basic Supervisory Skills by **Hadi Ramadan**
* KPI Master Class by **Andrian Brudan**
* Breaking the Barriers (Goal Setting) by **Rakesh Kumar**
* Work Permit Issuer/Reciever by **Zamil Industrial Trainings**

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| **PERSONAL INFORMATION:** |

* Father Name Ratas Khan
* Marital Status Married
* Passport Number XD4124422
* Passport Expiry 29-09-2028
* Nationality Pakistani