

COVERING LETTER

To,
The HR Manager

Dear Sir/Madam,

I am smart, hard working and target driven individual. Dedicated and self reliant with good communication and co-ordination skills. I have excellent leadership skills and can be an effective team player as well. Seeking a challenging and growth oriented position in your esteemed organization.

I worked in **ZEN CHEMICONsulTECH PVT. LTD.** as a **HVAC Design Engineer**. I am taking the opportunity of writing to you to consider my application for the employment in the current vacancy.

I have completed my B.Tech in Mechanical Engineering in the year 2017.

I hereby declare that the below details furnished are correct to my knowledge. I am capable of undertaking each and every related responsibility from the very next day. I assure that you will find me faithful, sincere and a trustworthy member of your esteemed organization.

Thanks & Best Regards,

Syed Shoaib Ahmed
+971-568010253

CURRICULUM VITAE

SYED SHOAIB AHMED

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CAREER OBJECTIVE:

To continuously enhance my knowledge, skills and experience by getting involved in challenging work environment and utilize them for personal and organizational growth to the best of my ability.

WORK EXPERIENCE:

1. Company : **ZEN CHEMICONsulTECH PVT. LTD.**
Position : **HVAC Design Engineer**
Experience: **From October 2017 to December 2018**

Roles & Responsibilities:

- Heat load calculations by using HAP & Heat Load excel sheet.
- Duct design Mcquay Duct Sizer.
- Single line duct design routing.
- Obtaining Clients approval and making double line duct routing and mentioning bottom duct levels.
- Internal office co-ordination with all departments.
- Co-ordination with Main Contractor and sub-contractors on site.
- Liaising with Vendors and other Contractors for the project.

Projects Handled:

- Divya Pharmacy Patanjali Food Park & Herbal Park located at Nagpur. My responsibilities in this project are Heat Load Calculation, AHU Placement and Duct Routing.
- Hindustan Coca-Cola Beverages PVT. LTD. located at Vijayawada. Fazlani Exports PVT. LTD. located at Mumbai. My responsibilities in this project are Duct Routing.
- Fazlani General-32 located at Mumbai. My responsibilities in this project are to place Fresh Air Fan Module and Exhaust Air Fan Module.
- JB Spices Indices Agro PVT. LTD. located at Gujarat. My responsibilities in this project are load calculations, AHU Placement and Duct Routing.
- Rakesh Masala PVT. LTD. located at Kanpur. My responsibilities in this project are Load Calculations, AHU Placement and Duct Routing.
- Ashapura Agrocom PVT. LTD. located at Mumbai. My responsibilities in this project are Load Calculations, AHU Placement and Duct Routing.

EDUCATIONAL QUALIFICATION:

- **B-TECH in Mechanical Engineering** from **JNTUH** (Jawaharlal Nehru Technological University Hyderabad) in year **2017**.
- Passed **Board of Intermediate** from **Chaitanya Jr. Kalasla**, Hyderabad in year **2013**.
- Passed **Board of Secondary** from **Osmania Model High School**, Hyderabad in year **2011**.

ACADEMIC PROJECTS:

- **“STUDY ON CALENDING PROCESS”** (Mini Project).
- **“DESIGN OF HVAC SYSTEM FOR COMMERCIAL COMPLEX”** (Final year Major project).
Topics covered in above project like **Load Calculations, Equipment Selection, Duct Design, Pipe Design** by using software like **HAP, Duct Sizer and Pipe Sizer**.
- **Design, Model and Manufacturing of Go-Kart** (Race Car) for **International Series of Karting 2016**, and have won **4th prize at National Level**. (a project of 4 months during 3rd year of Engineering).

TECHNICAL QUALIFICATION:

- Diploma in **Heating Ventilation & Air-Conditioning Design & Drafting** as per **ASHRAE, IPEBS**.
- Diploma in **Plumbing & Fire Fighting Systems Design** as per **IPC/NFPA, IPEBS**.
- Attended **4 Days Workshop on HVAC in NSAKCET Campus**, Hyderabad.

SOFTWARES SKILLS:

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|---------------------------------|--|
| ▪ Windows & Ms-Office | ▪ Revit-MEP (2019) |
| ▪ Auto-CAD | ▪ Naviswork |
| ▪ HAP (Hourly Analysis Program) | ▪ BETA Software |
| ▪ MCQUAY Pipe Sizer | ▪ MCQUAY Duct Sizer |
| ▪ HVAC Heat Load Excel Sheet | ▪ Internet related activities like email etc |

PERSONAL DETAILS:

Date of Birth : 24th February 1995
Marital Status : Single
Religion : Islam
Nationality : Indian
Languages : Read/Write/Speak – **English, Hindi, Urdu and Telugu**
Visa Status : Visit Visa valid till 22nd of April 2019

DECLARATION:

I hereby declare that all the details given above are true to the best of my knowledge and belief.

Syed Shoaib Ahmed