**Naveed Malik**

**B.E (Mechanical)**

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To gain experience of a dynamic environment with opportunity on expending upon education, developing skills, to utilize my potential for mutual benefit of organization and my carrier.

**Professional Experience**

**February 2015 to Present Puma Energy Pakistan (Pvt) Limited.**

• Responsible for the Maintenance of Retail Outlets in Central, North, Up-North & Azad Jammu & Kashmir Regions.

• Prepare DCO and Explosive (Construction Approval, Safety Completion & Amendment) Letters.

• Prepare Form-D, Annual Renewals of Form K & B of Retail Outlets.

• Supervision of under construction Retail Outlets and monitor its progress till completion and report to Engineering Manager / GM.

• Knowledge to read layouts/drawing & ensure work executed on sites are according to approved drawings.

• Coordinate with under construction Retail Outlets Dealer and Contractor for site progress updates.

• Arrange Equipment for Retail Outlet as per Engineering Manager / GM’s instructions.

• Coordinate with Equipment's Companies for arrangement of Fuel Dispensers and other Equipment's.

• Managing successful execution of the products (Diesel, Petrol & Lubricants) to Retail Outlets.

• Periodical visits to all the retail stations of the Region on daily/weekly basis.

• Coordinate with Company Dealers for any issues.

**October 2013 to December 2013 Qatar Engineering & Construction Company, UAE**

* Responsible to supervise maintenance activities of all types of equipment related to Boiler such as Heat Exchangers, Vessels and Drums.
* Monitoring and assigning work to site working staff as per site requirements.
* Daily review meeting with client, senior management, and site work force to discuss planned vs. actual progress achieved and resolve the site issues.
* Follows up on work progress of scheduled maintenance activities.
* Implement Company HSE requirements and coordinate with the Company HSE advisor.

# **January 2009 to September 2013 Pak Arab Engineering (Pvt) Ltd**

**At Engro Fertilizer during Annual Turnaround 2012**

* Maintenance activities of Heat Exchangers, Vessels, Columns and Drums.
* Assistance for the Pre Planning of Turnaround Jobs.
* Follows up on work progress of scheduled maintenance activities.
* Produce daily progress Reports and TA reports.
* Implement Company HSE requirements and coordinate with the Company HSE advisor.
  + Audit work being performed with ''Safe Work Permit”.

**At** **Fatima Fertilizer Company Ltd.**

* Fabrication, erection/installation & dismantling of pipe for temporary heat load for chillers commissioning.
* Installation of sleepers for cable trays at cooling tower.
* Installation of cable tray at different locations on pipe racks for lighting.
* Coordination, meetings with client and Representative regarding project progress on daily basis.
* Inspection of piping fabrication and welding of modified pipe spools.
* To monitor project activities as per schedule.
* Daily site report to the Project Manager.
* To execute as per approved drawings.
* Daily progress report includes, Daily manpower report, Daily progress report.
* Material management daily, weekly and monthly basis required for site.
* Provide support to Project and Operation team in all aspects of safety, occupational health, and environmental issues.

**At Engro Fertilizer Daharki Enven 1.3 Expansion Project.**

* + Resource Allocation on daily basis for the activities to be achieved daily basis.
  + Erection of piping spools and supports.
  + Ensure overall Quality Assurance of Construction scope of work and coordinate with the QA/QC engineer.
  + Organizing and preparation regular Progress Reports, Daily, Weekly & Monthly for submission to Senior Projects Manager.
  + Allocation of manpower on daily basis for jobs to be carried out.
  + Material management daily, weekly and monthly basis required for site.
  + Reconciliation of material daily basis & weekly basis.
* Audit work being performed with ''Safe Work Permit”.

**At Rehmat Gas Plant (Petronas) during Turnaround 2009.**

* Assistance for the Pre & Post Planning of Shutdown/Turnaround Jobs.
* To prepare mobilization plan for resources & manpower.
* Follows up on work progress of scheduled maintenance activities.
* Participates in progress review meetings for monitoring periodically the performance.

Produce daily progress Reports.

**Flashes of Experience (Trainings & Computer Courses)**

* 04 Weeks Internship at **Engro Chemical Pakistan Ltd.** Daharki.
* 04 Weeks Internship at **Bobi Oil Complex & LPG Plant (OGDCL)** Tandoadam.
* Pro-E Wild Fire 2.0
* Microsoft Office Complete (Word, Excel, Power Point, Outlook Express).

**Educational Qualification**

* B.E (Mechanical) Mehran U.E.T Jamshoro, Sindh.
* F.Sc (Pre-Engineering) G.D.C Mirpur Mathelo (B.I.S.E) Sukkur.
* S.Sc Engro Chemical Employees High School, Daharki.

**Personal Information**

* Father’s Name: Gulzar Ali Malik
* CNIC No. 45101-3439374-5
* Marital Status: Married
* Countries worked in: Pakistan & UAE