

## **CURRICULUM VITAE**

Name (as per Passport)	<b>SHUAIB MUNDOLI</b>
Date of birth	24 <sup>th</sup> Feb 1990
Nationality	Indian
Passport No.	K6224216
Designation	<b>Mechanical Engineer – Planning, Estimation &amp; Proposal Controls.</b>
Years of experience	<b>6 Years</b>
Contact	<b>+966 583381211</b>
Iqama Status	<b>Transferable Iqama</b>
Skills Highlights	<b>Planning &amp; Estimation, Proposal Controls, Project Cost Engineer, Project Engineer</b>

---

### **Mechanical Engineer – Planning, Estimation & Proposal Controls**

Presently working with Polytech' Maintenance & Industrial Operations Co. Ltd as **Planning, Estimation, Execution & Proposal Controls Engineer.**

**4 years** of extensive experience in Project Planning, Estimations, Execution and Proposal Controls for Shutdown Maintenance of Oil & Gas plants, Petrochemical plants, Power and Desalination Plants as a **Planning & Estimation Engg. /Mechanical Engg. / Project in charge.** Moreover **One plus Years'** experience in **new product Development and Product Design** field from TATA CONSULTANCY SERVICE - ENGINEERING & INDUSTRIAL SERVICE DIVISION INDIA.

Expertise of Mechanical activities such as Blinding/Isolation, Bolt Torqueing, Sludge removal, Hydrojetting and manual cleaning, Sand Blasting and Painting etc. related to the Plant Maintenance & Shutdown on various static equipment's. In addition to this I had experienced in Chemical Cleaning, neutralization, foam cleaning, passivation and Chemical Decontamination on various equipment's such as Boilers, piping, Heat Exchanger's, Fin Fan Cooler, Compressor's unit, Crude Column, Vacuum Column, KO drums, Stripper, Vessels etc.

My Experience covers the major fields where I was personally involved in **Contracts & Estimation, Operation's, Project Management, Business development, Tendering, Planning, Cost & Budget Control** for Shutdown & Maintenance, Pre-Commissioning of chemical cleaning, hydro jetting services and Mechanical Shutdowns of Oil & Gas, Petrochemical, Fertilizer, Chemical, Power & Desalination Plant's.

#### **A. PROFESSIONAL SYNOPSIS**

---

- About 4 years of successful experience in the Planning, Estimation, and Maintenance & Shut down works of Gas Plants, Refineries & Petrochemical Plants and also in Machine design in Engineering Functions, Personnel Management, and Administration related functions under the exacting standards.
- Coordinating with the Vendors, Sub contractors & Client Representatives for successful Planning and Estimation of Engineering Projects.
- Excellent time management skills with proven ability to work accurately and quickly prioritize coordinate and consolidate tasks, whilst simultaneously managing the diverse range of function from multiple sources.
- Coordinate with different people at one time under difficult situations and the ability to bring out the best in others while creating a healthy and friendly work environment.
- Adaptability to multinational environments, with exposure to various cultures and customs.
- Coordinate and follow up with clients for the payment after execution of project.

#### **B. AWARDS / CAREER MILESTONES**

---

- Appreciation Certificate from SAUDI ARAMCO For the Significant Performance and contribution to the Project, Planning & controls department as Planning and Execution Engineer for Khursaniyah GOSP Shutdown.
- Appreciation Certificate from SAUDI ARAMCO For the Significant Performance and contribution to the Project, Planning & controls department as Project Engineer for Uthmaniyah GOSP sulfur unit shutdown.

### **C. TRAINING / CERTIFICATION**

---

- **Diploma in PPM using Primavera P6** , conducted by **CADD CENTRE** , India (An authorized primavera training provider)
  - **Sage ERP (Enterprise resource planning) training from POL-TECH for Project Estimation.**
  - **New Product Development Training (3 Months) from Tata Consultancy Service.**
  - **Solid Works, PRO-E and AutoCAD training from Tata Consultancy Service.**
- 

### **D. PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENT**

---

#### **1. POLY-TECH MAINTENANCE & INDUSTRIAL OPERATION CO. LTD. (Juabil, Saudi Arabia)**

- **21<sup>st</sup> February 2016 to Present.**
- **Working as Planning, Estimation, Proposal Controls & Project Engineer.**

##### **Duties and Responsibilities:**

- ✦ Study of scope of work, conduct the site visit and prepare the site visit report for management review.
- ✦ Study of scope, drawings and preparation of tender schedules & Estimation for various projects including major shutdown, regular maintenance job and equipment rental.
- ✦ Looking over project costs and other parameters for all the Company operation works.
- ✦ Preparing detailed Project Baseline and handover to Project Manager for proper execution of Project at Site.
- ✦ Leading a team of Engineers, Supervisors, Technicians and Sub-contractors through all phases for proper execution Of Project.
- ✦ Plan, schedule and budget all technical work in a cost effective way.
- ✦ Establish and maintain good communication skills with Clients, suppliers and sub-contractors for pending payment and also for future RFQ's.
- ✦ Preparation of Monthly Billing Reports and submit to the Management.
- ✦ Preparation of Manpower and Equipment deployment schedules and Histograms.
- ✦ Resource Management – Discussing and Evaluating the Exact Quantity of resource required for the Project with team and indents the same accordingly.
- ✦ Preparation of Pre-Bid Planning (Primavera P6) for ARAMCO & SABIC Tenders
- ✦ Defining Work Breakdown Structures and activities.
- ✦ Establishing Master Baseline Schedule in P6 to control the shutdown activities for various plant equipment's.
- ✦ Resource allocation to different activities, Resource leveling & Resource Smoothing.
- ✦ Update the shutdown Schedule on daily basis, distribution of look-ahead schedules and report the potential problems.
- ✦ Progress monitoring, Preparing & presentation of daily report and various other reports.
- ✦ Daily site visits for getting the progress updates to forecast the exact completion dates. Collects site photos for presenting the job progress or current developments.
- ✦ Preparation of MOM for internal and external meetings for different projects.
- ✦ Keeping close watch on various activities of Project (like delivery of materials, site clearance, duration of activities etc.) and updating the Project Manager on any Risk foreseen for project completion and providing suggestions.
- ✦ Ensuring that the Planning and Scheduling activities are performed in full compliance with company standards, procedures and guidelines.

- ✦ Monitoring completion of work carried out and forecasts activities during shutdown work scope.
- ✦ Identification of Critical Path & Accordingly preparation of Course of action and monitoring the same through S-Curve / Progress chart.
- ✦ Coordination between various departments and maintaining uniformity of information at all levels.
- ✦ Pushing the site Supervisors/In chargers to put efficient efforts to make progress as per the schedule and to complete the job in time.

#### **MAJOR SHUTDOWNS/PROJECTS:**

1. **SAUDI ARAMCO – Khursaniyah GOSP & WOSEP Shutdown and Regular Maintenance**  
April 2016 - November 2016  
Activities:  
Decontamination, Mechanical Works, Hydro jetting Cleaning, Sand Blasting and Coating etc.
2. **SABIC - SAUDI KAYAN – Butadiene Shutdown**  
Jan 2017 – Jan 2017)  
Activities:  
Mechanical Works, Hydro jetting Cleaning etc.
3. **SAUDI ARAMCO – Riyadh Refinery - Decontamination and Neutralization of Various Equipment including ‘Packinox’.**  
Feb 2017 – April 2017  
Activities:  
Mechanical Works, Decontamination, Neutralization etc.
4. **SAUDI ARAMCO –Uthmaniyah GOSP Shutdown.**  
Oct 2017 – Nov 2017  
Activities:  
Mechanical Works, Hydro jetting Cleaning, Hydrotest etc.
5. **SATORP – Area 2, 3 & 4 - Decontamination and Neutralization of Various Equipment including ‘Packinox’.**  
Feb 2018 – March 2018  
Activities:  
Mechanical Works, Hydro jetting Cleaning , Neutralization and Passivation etc.
6. **SAUDI ARAMCO – Khursaniyah GOSP & WOSEP Emergency Shutdown**  
July 2018 - August 2018  
Activities:  
Decontamination, Mechanical Works, Hydro jetting Cleaning, Sand Blasting and Coating etc.
7. **SABIC - PETROKEMYA – Olefin 2 – BD Columns Shutdown – Mechanical and Chemical cleaning.**  
Feb 2019 – March 2019  
Activities:  
Mechanical Works, Hydro jetting Cleaning, Neutralization and Passivation etc.
8. **SAUDI ARAMCO – Tanajib – G80 & G54 plant Shutdown.**  
Nov 2019 – Dec 2019  
Activities:  
Mechanical Works, Hydro jetting Cleaning, Sand Blasting and Coating etc.

#### **2. MEXIOM ENGINEERING (Trivandrum, Kerala)**

- **10th November 2014 – 30th July 2015**
- **Worked as Mechanical Design Engineer**

It's a consulting company which undertakes mechanical design works from clients such as ASUKI Japan, Winco Manufacturing, Ludowici Seals, Secure Resolutions, and Phoenix Perpetual Rain etc.

#### **Duties and Responsibilities:**

- ✦ Responsible for business development, resource management and operations.
- ✦ Study and interpret engineering drawing and technical specifications to develop manufacturing process flows.
- ✦ Coordinate with the clients to review, discuss project scope and estimate total time required to complete design.

### **3. TATA ENGINEERING AND INDUSTRIAL SERVICE(TCS-EIS)**

Worked as associate in Tata Consultancy Services- engineering and industrial services, worked as a **Project Support Engineer** for 1.3 years (1st July 2013- 12<sup>th</sup> September 2014), and with experience in design projects of Oil & Gas completion systems.

(Client - **BAKER HUGHES** – American Oil Field Service Company)

#### **Duties and Responsibilities:**

- Working on **NPD** methodologies for creating new product.
- NPD-(Got special training in NPD from top engineers in TATA.) Have solid knowledge in which how to produce a new product in market and what are the methodologies we have to follow to make a new product, then how to reduce cost by doing teardown and bench marking analysis.
- Making of cost and specification documents of drilling tools for client.
- Working in modeling tools for new designs and revisions of the drawings.
- Dealing with global vendors and customers for queries in drawings and products.
- Dealing with EBOMs of a product, ECN (engineering change notification) & ECR (engineering change request) for enhancement of the drawings.
- Creating concepts and schemes for new products and problem solving.
- Working with quality notification team for defects in products.
- Generating monthly reports for various activities involving in the project.
- Patent analysis and conduct meetings with customers.

#### **TOOLS USED:**

- DFMEA
- Functional Analysis
- Reverse Engineering
- Benchmarking
- DFA (Design for Assembly)
- DFMA (Design for manufacturing)
- Tolerance Calculations

#### **CAD / SOFTWARE TOOLS:**

- Solid works 2013 and Unigraphics NX7.5
- Plant design management system.
- PRO-E
- AUTOCAD
- MS office

#### **PROJECT EXPERIENCE:**

##### ➤ **Baker Hughes- Completion and Production.**

- Technical project support for completion tools for safety systems, frac-sleeves, packers etc. of Oil wells.
- Revision of NAVIGATION plant drawings.
- Quality notification adviser for giving guidance and dispositions on errors in manufacturing of product line Safety systems.

##### ➤ **Experience in product design architecture (PDA).**

- Worked on design of VR Vent valves in Safety systems, for varying setting depths of well bore construction using NPD techniques.
- Product development and enhancement in design of Ball Activated frac-sleeve, one of the completion tools used for fracture purpose in oil and gas using NPD methodologies.

---

## **E. ACADEMIC CRDENTIALS**

---

Year	Course	Institution	Score
2008-12 Kerala University	B.TEC MECHANICAL ENGINEERING	Govt. College of Engineering, Trivandrum(CET)	7.34 CGPA
2007	HSE (Class XII)	Farook HSS, Farook college. Calicut	74.17%
2005	SSLC (Class X)	RKMHSS. Calicut	73.33%

- Secured **954<sup>th</sup>** rank in **Kerala Engineering Entrance Exam,2008**
- Secured **gate score 593 (55.84/100 mark)** in **GATE 2015 (graduate aptitude test in engineering- All India Level)**

---

## **F. COMPUTER SKILLS**

---

- ▲ Planning Packages : Primavera P6, MS Office, MS Project
- ▲ Application : Solid Works -3D, PDMS (Reader only), CAD, Sage ERP.

---

## **G. COMPETENCY SKILLS**

---

- ▲ Competent in communicating (written & oral) in English language.
- ▲ Good mentoring and personnel development skills.
- ▲ Independent, self-motivated, proactive thinking, ability to do own job planning.
- ▲ Good observer & Patient listener, Punctual, Innovative and creative.
- ▲ Team player, Sincerity in dealings, Strong co-ordination.

---

## **H. PERSONAL DETAILS**

---

Marital Status : Married  
Mother Language : Malayalam  
Other Languages Known : English, Hindi, Tamil etc.  
Nationality : Indian  
Permanent Address : Thattaramkuni (H), Nallalam PO 673027  
**Driving Licenses : Saudi (Valid), India**

---

## **I. DECLARATION**

---

I hereby declare that the statements are true and correct to the best of my knowledge and belief.

Shuaib M,

Date:

Place:

.....