

# Muhammad Umer



## Profile Summary

A highly skilled MEP & Civil Works Supervisor with extensive hands-on experience in HVAC systems, fire safety systems, civil construction, maintenance operations, project supervision, cost estimation, manpower coordination, and technical troubleshooting. Proven ability to manage site inspections, prepare detailed progress reports with photographic evidence, and ensure projects are delivered within time, budget, and quality standards. Strong command over mechanical, electrical, and civil installation processes across residential, commercial, and industrial environments.

---

## Key Skills & Expertise

### MEP (Mechanical, Electrical & Plumbing)

- Site supervision for all MEP activities
- Work inspections and compliance verification
- Quantity takeoff and cost estimation for MEP materials and labor
- Preparation of project schedule and task implementation plans
- Daily, weekly, and monthly maintenance reporting
- Experience in residential and commercial drainage systems
- Water supply system installation & troubleshooting
- Knowledge of fire safety systems and fire-related assets maintenance
- PPM (Planned Preventive Maintenance) reporting and follow-up (monthly, quarterly, annual)

### HVAC Systems

- Chillers: water supply, return lines, panel monitoring, in/out supply checking
- FCU (Fan Coil Unit) installation, testing, and commissioning
- Split AC installation, wiring, testing & troubleshooting
- HVAC pumps: water pressure, flow monitoring, and balancing
- Preventive and corrective HVAC maintenance
- Residential & commercial HVAC layouts and site implementation

## Civil Works

- Construction of walls, beams, gypsum and cement board partitions
- Gypsum moldings & decorative works (Arabic & Modern Majlis)
- Ceiling construction and painting works
- Parking shades, garage shade installations
- Rolling shutters, swing door installation and corrections
- General construction and renovation supervision

## Site & Project Management

- Site inspections and compliance checks
- Daily task management and manpower allocation
- Arranging technicians, carpenters, masons, and helpers based on project needs
- Project timeline development and implementation
- Work quality verification and safety compliance
- Report preparation with before/after photos

## Maintenance & Reporting

- Ability to prepare structured maintenance schedules
- Experience in monthly, quarterly and annual asset reporting
- Troubleshooting and resolving technical faults across HVAC, MEP, and Civil systems

---

## Professional Experience

### MEP Supervisor – Nestlé Pakistan, Kabirwala Factory

**February 2019 – October 2021** - Supervised MEP operations including HVAC, plumbing, electrical panels, and fire safety systems. - Conducted routine and emergency site inspections. - Performed troubleshooting for HVAC and water supply systems. - Prepared material estimates and labor cost assessments. - Managed maintenance teams and ensured compliance with safety standards. - Generated daily, weekly, and monthly reports with photographic documentation.

### Project Supervisor – Bait Al Sain Contracting LLC, Dubai, UAE

**August 2022 – March 2023 Project:** Dubai Corporation for Ambulance Services – HQ Civil Renovation - Supervised civil renovation works for ambulance headquarters ensuring compliance with project specifications, safety standards, and timelines.

## **MEP & Civil Supervisor – Bait Al Sain Contracting LLC, Dubai, UAE**

**June 2023 – February 2025 Project:** AMC for MEP & Civil Works – Ambulance HQ Staff Accommodation & All Stations - Supervised full AMC operations covering MEP, HVAC, plumbing, drainage, and civil works. - Oversaw maintenance of fire safety assets, pumps, panels, FCUs, chillers, and split AC units. - Conducted preventive and corrective maintenance for all ambulance stations across Dubai. - Prepared annual, quarterly, and monthly PPM reports. - Monitored multiple sites, ensuring compliance with Dubai Municipality and safety requirements.

---

## **Education**

- **Diploma in Mechanical Technology** – Attested by UAE Consulate & Pakistani Authorities
  - **F.A (Intermediate)** – Attested by UAE Consulate & Pakistani Authorities
- 

## **Technical Skills**

- HVAC Systems Installation & Repair
  - Electrical Panels & Load Monitoring
  - Water Supply & Drainage Systems
  - MEP Drafting Understanding (Basic)
  - Preventive Maintenance Scheduling
  - Power Tools & Site Equipment Usage
  - Structural & Gypsum Works
- 

## **Languages**

- English
  - Urdu/Hindi.
- 

## **Personal Information**

- Name: Muhammad Umer
- Date of Birth: 08 December 1996
- Marital Status: Married
- Nationality: Pakistan
- Religion: Muslim
- Contact Number: 0509507079
- Email Address: [umerfalakshair@gmail.com](mailto:umerfalakshair@gmail.com)
- Driving License: Light Vehicle Auto