



# AMIN VHORA

Assistant Manager - Engineering

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**LOCATION:** Vadodara, Gujarat

## SKILLS

- Auto CAD
- Microsoft Office
- Vendor Management
- Leadership
- Problem Solving
- Fire Fighting

## EDUCATIONAL QUALIFICATION

### Course

BE Mechanical Engineering  
Rajiv Gandhi Technical  
University Bhopal (MP) 2010 -  
2013

### Course

Diploma in Mechanical Engineering  
Sigma Institute of  
Engineering Village Bakrol,  
Vadodara 2007 - 2010

## CAREER OBJECTIVE

To work in a challenging environment demanding all my skills and efforts to explore and adapt myself in different fields and realize my potential where I get the opportunity for continuous learning

## WORK EXPERIENCE

**CURRENTLY WORKING WITH SAYAJI HOTELS LIMITED SINCE SEPTEMBER 2017**

**Designation :** Asst. Manager Engineering

**Role Description :**

### Managing Property Operations and Engineering Budgets

- Assists in managing the physical plant including equipment, refrigeration, HVAC, plumbing, water treatment, Sewage treatment, electrical and life safety systems.
- Maintains and operates equipment at optimum effectiveness, efficiency and safety.
- Establishes and manages an effective rooms maintenance program.
- Ensures compliance with all Engineering departmental policies, standards and procedures.
- Manages department's controllable expenses to achieve or exceed budgeted goals.
- Select and order or purchase new equipment, supplies, and furnishings.
- Inspect and evaluate the physical condition of facilities in order to determine the type of work required.
- Recommend or arrange for additional services such as painting, repair work, renovations, and the replacement of furnishings and equipment.
- Supervises the day to day operations of Engineering.

## ACHIEVEMENT

Pride Performance award by Baroda

welfare society

PEGS & Fire safety training completed

Appreciation certificate from Sayaji

Hotels Ltd.

## PROJECTS

- Sun-pharmaceuticals Ltd.Halol, VADODARA
- Seven seas mall, Vadodara.
- Alembic pharmaceuticals Ltd,Halol, Vadodara.
- Nechar pharma, Rajpipla.
- J.R Corporation Chemical plant, Manjusr, Vadodara
- Goodies Restaurant – Vadodara
- Rhythm Hospital, Vadodara
- Alkem laboratories, Ankleshwar
- J.B Chemical Pvt. Ltd, Ankleshwar
- Cadila pharmaceuticals Ltd, Ankleshwar

### Maintaining Property Standards

- Maintains accurate logs and records as required.
- Assists in effectively planning, scheduling and evaluating preventative maintenance programs.

### Providing Exceptional Customer Service

- Handles guest problems and complaints effectively.
- Empowers employees to provide excellent customer service.
- Displays leadership in guest hospitality by exemplifying excellent customer service and creating a positive atmosphere for guest relations.

### Managing Profitability

- Helps establish priorities for total property maintenance needs.
- Ensures on-going communication occurs in all areas of responsibility to create awareness of business objectives, awareness of expectations and recognition of exemplary performance.

### Managing and Conducting Human Resources Activities

- Celebrates successes and publicly recognizes the contributions of team members.
- Establishes and maintains open, collaborative relationships with employees.
- Ensures employees are treated fairly and equitably.
- Strives to improve service performance.
- Provides feedback to employees based on observation of service behaviour's.
- Supervises employee's ability to execute departmental and property emergency procedures.
- Reviews employee satisfaction results to identify and address employee problems or concerns.
- Solicits employee feedback.
- Helps ensure regulatory compliance to facility regulations and safety standards.
- Ensures disciplinary procedures and documentation are completed according to Standard and Local Operating Procedures (SOPs and LSOPs) and support the Peer Review Process.
- Ensures property policies are administered fairly and consistently.

## 2) PAST EXPERIENCE

### Company – Shivani Engineers

### Designation – Project Engineer

#### Role Description :

- HVAC Project executed in Pharmaceuticals, Hospitals, Malls, Hotels, etc.
- Project Estimation, procurement, Document approval, & As-built preparation.
- Prepared DQ, IQ, OQ, PQ documents in pharmaceutical.
- Pressure balancing, validation HEPA Filters etc.
- Installation & Commissioning of VRV, chillers etc.
- Helping for purchase by getting inquiries & quotation, Preparing purchasing order.
- Operation of BMS & EMS System.
- Co-ordinate with Govt. office for Boiler & GPCB related work certification & Licensing
- Installations, Operations and maintenance of all utilities.
- Review & prepare SOP's for Engineering Dept. & follow GMP & GDP Guidelines.

## Strength

- Willingness to learn and update knowledge.
- Able to coordinate and work as a team and handle the work in pressure condition
- Easily adopt new working environment and Technology
- Self-motivated and punctuality.

- Preventive maintenance, Qualification protocols and other documents of engineering dept.
- Operation & Maintenance of HVAC System & Water system.
- Validation of HVAC system & calibration of instruments.
- Knowledge of AHU, DHU, Water System, Boiler, Compressor, Dust collector, ETP Plant, DM Plant, Scrubber etc.
- Knowledge of USFDA, FDA, WHO, GMP, GEP etc
- Operation of BMS & EMS System.
- Installation of AHU, DX Unit etc & commissioning.
- Operation of Air Balancing & Pressure Balancing.
- Worked in API, Formulation & Injectable unit in Pharma.
- Management of AMC Contract.
- Documentation & Validation DQ, IQ, OQ, PQ.
- Studying the shop Drawing, take off quantities for the approved shop drawing for a new project and preparing the material request from.
- Submitting the Required reports to manager & feed him & management back with situation when it is required.
- Helping for Purchase by Getting inquiries & Quotation, Preparing Purchase order.
- Solving the problems Related fabrication of Ducts.
- Arranging the Reports & comparison sheets for the Management.

## HOBBIES

- Biker
- Foodie
- Poet
- Traveler

Name - Amin I Vhora

Place -