



ANNEXURE-A3

Associate Consultant

Hina Mubarak

Brief details of Miss. Hina Mubarak Education, Achievements and Various projects are as follows:

1-CONTACT INFORMATION

ADDRESS

C - 34 Block D , North Nazimabad Karachi, Pakistan

CONTACT CELL NO.

+92 345 3134309

E-MAIL ADDRESS

hina_mz@hotmail.com

2- ACADAMICS

- a. Master of Engineering (Industrial and Manufacturing Engineer), 2004/07, NED University of Engineering & Technology, Karachi, Pakistan.
- b. Bachelor of Engineering (Textile), **2002**, NED University of Engineering & Technology, Karachi, Pakistan

3- MEMBERSHIP IN PROFESSIONAL SOCIETIES

Enlisted as Professional Engineer from Pakistan Engineering Council, PEC, No: Textile./118.

4- SHORT STUDY COURSE

- a. 2014 Certificate of Appreciation Greek office Week Initiative June 02 to 07, 2014 Gul Ahmed Textile Mills Limited.
- b. 2012 Presented 10MW Thermal Power Plant fired by Coal and Biomass & LPG and SNG Plant Projects, South Asia Renewable Energy & Electrical Power Development Forum. November 27 to 29, 2012 Dhaka, Bangladesh.

5- OFFICIAL VISIT TO VARIOUS COUNTRIES OF THE WORLD

Have visited various countries of the world including Germany, and Bangladesh.

6- EMPLOYMENT RECORD

6.1	From/To	October 2014 to till Date
	Employer	A+ Engineers, MEP Consultant, Karachi
	Position in the Company	Senior Associate
	Description of Firm	Engineering consultancy for building services and cogeneration system design
	Duties/Responsibilities as a Principal Engineer/ Head of Profit Center	Design and Top Supervision of Cogeneration, Waste Heat recovery and Alternative energy projects
6.2	From/To	Dec 2010- Sept 2014
	Employer	Gul Ahmed Textile Mills Limited (GTML)/ Karachi
	Position Held	Project Manager
	Description of Firm	GTML is the dominant textile manufacturing company and have captive power plant of 50MW in Pakistan. I have the position as project manager in powerhouse and utility department, responsible for all project aspects related to power generation, HVAC and utility system for the vertical textile processing mills
	Duties/Responsibilities	<ul style="list-style-type: none">• Manage multiple projects particularly in the area of power generation, textile utilities and energy conservation.• Proactively build relationships with vendors, manufacturers and organizations• Carry out the detail study of the current requirement, process and the cost of operation to identify trends, analyzed requirement and determine area of improvement to achieve economical advantage.• Develop a project scope that clearly specifies the existing and future requirements with consultation with senior management• Prepare the prefeasibility report (Break Even Analysis, Payback Period, IRR etc.), as well as identify the plan of work a anticipating risks and issues and prepare timeline• Conduct detailed study to produce the effective project definition documents and compile request for Proposal

- Investigate the process and technology and do details discussion with manufactures and evaluate proposals.
 - Explore the site that are available for the project installation and consult with the civil consultant regarding the building, foundation and other civil works.
 - Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project
 - List the resources that are required to complete the project as well as carry out raise the tender to acquire the service of sub contractual staff, parts and equipments.
 - Develop project schedule for project completion that effectively lists, in order, all the tasks that need to be completed and assign duration to each task, allocate the required resources.
 - Review the project schedule with senior management and all other staff that will be affected by the project activities; revise the schedule as required
 - Determine the objectives, technical requirements and measures upon which the project will be evaluated at its completion.
 - Make arrangements for carrying out the Performance test as per already signed contract and after evaluating the results issue the acceptance certificate.
 - On regular basis manage project execution quality so that deliverables meet the requirements and execute according to the project plan
 - Develop forms and records to document project activities and set up files to ensure that all project information is appropriately documented and secured
 - Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
 - Write reports that describe the task that are performed and also share the work schedule of coming weeks with management , consultant and stakeholders Communicate with finance department and provide necessary documentation for acquiring the project founding as well as bank guarantee. Also participate in meeting with banker and fund providing companies.
Compiled contract and special clauses of letter of credit and coordinate suppliers
- Review, negotiate and approve all budgeted project expenditures with consultation of senior management.**
- Prepare actual cash flow and compare to present the variance to**

senior management on a regular basis

Ensured that for each assigned project, the team members and the manufacture have common perceptions

Project comprises:

- * GE Dresser Waukesha and GE Jenbacher gas engines**
- * Rotor exchange intervention of 15002 Turbo Mach gas turbine of 10 MW**
- * Siemens steam turbine 2.5 MW (Back pressure),**
- * Enerproject compressor**
- * Descon 30 TPH, 42 barg/ DDFC waste heat recovery boilers 3.7 TPH, 12 barg**
- * Yingli / Tesla / Canadian Solar PV Renewable energy project**
- * LG hot water 550 USRT and steam fired chillers 1000USRT**
- * Softening plant etc.**

Additional Responsibilities:

- Market the project internally in the company and arrange demonstration for determining the economical benefits , where applicable
- Meets technical , financial and SHE objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Involved in all the departmental activities, providing guidance to ensure successful delivery and implementation by developing and building a strong relationship with all stakeholders at junior to most senior levels of the organizations;
- Lead energy audit activities and achieved significant contribution in assigned audit areas by applying energy and environmental conservation recommendation.
- **Monitored and analyzed power generation and gas consumption data for reconciliation.**
- **Procured and installed metering devices for hourly / daily reporting of plant consumption, efficiency calculation and discussion with operation Manager / Machinery agent / staff for imparting improvement.**
- Established inventory management plan on EBS that optimizes inventory and centralizing common inventory to avoid the excess stock keeping, periodic review of stock for better utilization and order fulfillment.

- Responsible for **Implementation of IKEA IWAY and IMUST standard in Power Houses, made alteration in the plant area that was required for maintaining healthy environment and safe work place, as well as carried out the testing, calibration of instrumentation and air emission plant equipments.**
- Enhanced department and organization reputation by accepting ownership for accomplishing new and different request and had explored opportunities that added values to accomplished job.

6.3

From/To

March 2002- Feb 2009

Employer

Gul Ahmed Textile Mills Limited (GTML)/ Karachi

Position in the Company

2007-2009 Deputy Manager

2005-2007 Assistant Manager

2002-2005 Technical Assistant

Description of Firm

GTML is the dominant textile manufacturing company and have captive power plant of 50MW in Pakistan. I have the position as project manager in powerhouse and utility department, responsible for all project aspects related to power generation, HVAC and utility system for the vertical textile processing mills

Duties/Responsibilities

- Studying functional statements, organizational charts and project information to determine functions and responsibilities of workers and work units
- Establishing work measurement programs to identify areas of improvement and duplication
- Analyze production samples to develop standards specifications for products/ processes
- Analyzing product layout, operational data, production recipe, machines parameters and production schedules and costs to achieve optimum equipments efficiencies maintaining the quality standards.

- Compare , analyze and designing mechanical equipments, machines, components products for manufacture, and plant and systems for procurement
- Determining chemicals, equipment, product flows, capacities and layout of plant and systems for new products and prepare program documents.
- Organizing and managing department staff as well as contract employees to maintain and maximized the production targets.
- Establishing preventive maintenance schedule and time line with consultation of senior processing manager and operation director for installation, modification, testing, inspection and maintenance of plant machinery according to engineering principles and safety regulations
- Inspecting plant to ensure optimum performance is maintained
- Directing the maintenance of plant buildings and equipment, and coordinating the requirements for new designs, surveys and maintenance schedules.
- Plan, direct and coordinate the production activities in industrial plants
- Day to day tasks include compiling efficient schedule for all production operations determining standards for production , quality control, testing, inspection and maintenance, inspecting plant and machinery to ensure optimum performance, directing the maintenance of plant buildings and equipment, scheduling and planning production activities.
- Design efficient training programs of worker and technical staff.
- Prepare reports for all activities and ensure compliance.
- Collaborate with various departments to maintain process integrity of all product production schedules.
- Administer all activities and assist in manufacturing of all new products and recommend improvements to existing products.
- Execute all preventive maintenance programs in coordination with maintenance and engineering staff.
- Evaluate all production activities and prepare reports for all activities and inspect all associate plant machines and equipments.
- Analyze all equipment requirements and assist in requisition of all material, chemical, production carrying devices, tools and equipments.
- Resolve all maintenance issues and recommend improvements to

same if required.

- Maintain and review everyday logs and assist to resolve all issues and provide support to planning, marketing and engineering activities and participate in all meetings.
- Review and recommend improvements of all SOP procedures and perform troubleshoot on all plant activities and resolve all issues and assist facilities manager to implement all changes.

Develop strong relationship with the key customers to generate and maximize business.