#  ABOUT ME

Dynamic Plant & Machinery professional with 16+ years of experience in construction projects, specializing in equipment management, logistics, and materials control. Skilled in planning, preventive maintenance, and inventory management to ensure operational efficiency. Expertise in erection, commissioning, and supervision of heavy equipment and plants with strict adherence to safety standards. Proficient in preparing payment applications, final accounts, and project reports.

#  WORK EXPERIENCE

 WE BUILD (SALINI IMPREGILO) – RIYADH, SAUDI ARABIA

# PLANT COORDINATOR – 05/2023 – CURRENT

Company Location Duration Project(s)

WE BUILD (Salini Impregilo) Riyadh,

KSA

May 2022 –

Present

Ar Riyadh New Mobility Metro Project

MACE India Dec 2021 – May

2022

DLF Camellias Project, Aerocity Prestige Trade Center, New Delhi

Manone Hospitality Pvt. Ltd (DLF)

India May 2021 – Nov

DLF Camellias Project, Gurgaon

MACE India May 2019 – May

2021

2021

Leighton Asia (India) India May 2008 – May

2019

DLF Camellias Project, Gurgaon

* DLF Camellias Project, Gurgaon (2014 – May 2019)
* TRIF Project, Kochi (2013 – 2014)
* TRIL Project, Chennai (2010 – 2013)
* Palm Spring Project, Gurgaon (2008 – 2010)

Harish Singh Kunwar

Passport: Z5009283 (Date of Expiry: 24/10/2028) Date of birth: 17/06/1989

Place of birth: India Nationality: Indian Gender: Male Phone number:

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Address: VPO Rapli Khela, Dharchula, Pithoragarh, Uttarakhand, India (Home)

Address: Riyadh, Saudi Arabia (Work)



# DUTIES & RESPONSIBILITIES

* + Equipment inventory management - maintain accurate records of all equipment and ensure proper maintenance and repair.
	+ Equipment allocation - work with different departments to allocate equipment as needed.
	+ Training and support - provide training and support to staff on proper use and care of equipment.
	+ Safety compliance - ensure all equipment meets safety regulations and standards
	+ Logistics coordination - coordinate the transportation and movement of equipment between locations
	+ Budget management - monitor and manage the equipment budget, ensuring cost-effective and efficient use of resources
	+ Managing tools, equipment, and assets throughout their lifecycle
	+ Coordinating equipment allocation to ensure optimal utilization and smooth operations
	+ Tracking the location and status of all company equipment
	+ Ensuring regular maintenance, timely repairs, and replacements of equipment
	+ Adhering to company and regulatory guidelines pertaining to equipment usage
	+ Anticipating future equipment needs and coordinating with procurement
	+ Perform basic administrative duties including issuing work orders, updating preventive maintenance schedules, and record keeping.
	+ Liaise between Third Parties and Field Operations for planning of equipment transport, acquisitions, and disposals
	+ Forward planning to ensure the timely and most economical deployment of equipment as well as monitor utilization and manage deployment, including suspension and timely disposition of under-utilized items
	+ Update and maintain a variety of reports and tracking spreadsheets including updating certifications and compliance and maintaining equipment files
	+ Coordinates the completion of preventative maintenance, repairs, and inspections required to maintain compliance with company policy and state/federal regulations
	+ Liaise with Operations team, mechanics and third-party vendors to schedule maintenance, track breakdowns and record repairs
	+ Monitor and report damage and abuse of owner/rental, which also involves tracking for corrective action
	+ Develop and implement maintenance schedules to minimize downtime and improve equipment availability.
	+ Plan spare parts procurement to ensure maximum machine uptime.
	+ Coordinate with other departments and finalize plans for smooth operations.
	+ Participate in project HSE and construction meetings to review progress.
	+ Manage project resources (manpower, material, finance, machinery) for efficient execution.
	+ Ensure implementation of environmental, safety, and health systems and conduct internal inspections.
	+ Supervise erection, commissioning, deployment, maintenance, and repair of plants, vehicles, and equipment.
	+ Prepare and follow preventive maintenance schedules and maintain records for audits.
	+ Develop rigging plans (medium-lift, heavy-lift, heavy haul, and critical lifts) and perform engineering design calculations.
	+ Prepare invoices for rental equipment on a monthly basis

#  EDUCATION AND TRAINING

India

DIPLOMA IN MECHANICAL ENGINEERING KSOU Mysore

#  LANGUAGE SKILLS

Mother tongue(s): HINDI

Other language(s):

UNDERSTANDING SPEAKING WRITING

Listening

Reading

Spoken production Spoken interaction

ENGLISH C2 C2 C2 C2 C2

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

#  SKILLS

Digital Skills

Microsoft Excel Microsoft Word Microsoft Outlook Microsoft Powerpoint Computer Applications Google Docs Operating Systems: Windows 7, 8, 10 & 13 Email Communication Google Drive Google Sheets

#  CORE SKILLS

## Key Expertise

* + Inventory & Materials Management
	+ Plant & Machinery Planning
	+ Preventive Maintenance Planning
	+ Payment Application Preparation
	+ Final Accounts & Reporting
	+ Workshop & Equipment Management
	+ Project Resource Planning
	+ Safety Compliance & HSE Coordination
	+ Erection & Commissioning of Equipment
	+ Team Leadership & Coordination

#  SOFT SKILLS

## List

* + Commitment & Dedication
	+ Creativity & Adaptability
	+ Positive Attitude
	+ Decision Making
	+ Problem Solving
	+ Teamwork & Leadership