



# Jigar Sevak

Maintenance (Project) Engineer in pharmaceutical firm

+91. 9426808404 , +91. 6359319774

Jigar.sevak37@gmail.com

## WORK EXPERIENCE

3 Years

### AGE

24

## ABOUT ME

**A Professionally qualified and well experienced in Project and maintenance seeking for a good opportunity in engineering departments where excellence will be the criteria for performance**



## Education

### Bachelor of Mechanical engineering

Agnos college of technology  
RKDF University, Gandhi Nagar  
Bhopal , Madhya Pradesh

Graduated, Aug 2017

Marks 64%

### Diploma in Mechanical engineering

S.B. Polytechnic, Savli  
Gujarat Technological University  
Vadodara , Gujarat

Graduated, Aug 2014

Marks 68%

### 10(HSC)

GSEB  
Gandhinagar  
Gujarat

Graduated, Mar 2010

Marks 65%



## Work Experience

March 2018 – Till date.

Sun Pharmaceuticals Medicare Ltd.

Baska, Gujarat.

- Maintenance (Project) activities of utility.
- Responsibilities of all Running projects.
- Preparation of documents like URS, SAT, FAT, IQ, OQ, PQ, incident, change control, Risk assessment, Deviation.
- Approval Trainer Of all cGMP and GDP Documents.
- Managing operations related to Water System, HVAC System, Utility System.
- Experience in preparation of qualification documentation related to Water System, HVAC System, Utility System.
- Excellent communication and coordination with vendors and purchase departments for purchasing of various engineering materials.
- Accountable for documenting all the operations and presenting the same to the top management to facilitate decision-making process.
- Ensuring completion of project activities within the time & cost parameters and effective resource utilization to maximize the output.
- Procurement and spare management of all equipment.
- Procurement of consumable material.
- Attend the breakdown maintenance and preventive maintenance.
- Bill processing and Purchase requisition making activity.
- Responsible for the Planning of the shutdown works, proposal for the modifications, responsible for new project planning and execution.

- Project and documentation activity.
- New AHU installation.
- New 500 Litre Jacketed tank installation and their utilities.
- Unistate 645 Huber Chiller Installation.
- DX coil AHU revamping and reinstallation.
- Canteen renovation Project
- CNC corridor Project.
- QC lab Project.
- Documentation for new like change control, Action plan, Risk assessment, URS, DQ, IQ, OQ, PQ.



## Work Experience

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February-2015 – November-2015  
 Krishna Engineering works, Halol  
 Panchmahal, Gujarat.

- Production activities.
- To make shop floor plan.
- Carried out proper work and operation as per drawing and planning.
- Man-Power handling/in process inspection
- Handle plant and production in shift.
- Proper Work on CNC machine as per drawing.



## Work Experience

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March-2014– February-2015  
 ABB India Ltd , Halol  
 Panchmahal , Gujarat.

- Trainee Engineer (production)
- Learning and work on machine which is produce insulation kit for transformer.
- Other Responsibilities
  - Leading a team of technicians engaged in HVAC, Water system, Process and utilities.
  - Responsible for the Planning of the shutdown works, proposal for the modifications, responsible for new project planning and execution.
  - Coordinating Civil activities in entire plant premises, coordinating with fabricators for the fabrication and modification of MS / SS and GI pipelines, Coordinating with Painting works (epoxy/Enamel) Coordinating with false ceiling and insulation works and responsible for the building maintenance
  - Responsible for the procurement of Spare parts for the related equipments
  - Development of local vendors for the site emergency and coordination with sub-contractors
  - **Successfully faced WHO, USFDA Audits with the engineering staff.**
  - Responsible for the preparation total capex for the planning of new equipments & system.
  - Responsible for the Preparation of URS and data sheets and as well as responsible to plan and carry out IQ /OQ /PQ for the new equipment's



## Skills

- Technical skills
- Interpersonal skill
- Leadership
- Communication skill
- Problem solving
- Ability to work under pressure



## Computer Proficiency

- MS Office
- ERP Metis
- Auto CAD
- Outlook



## Languages

- English
- Hindi
- Gujarati



## Personal Details

Father's Name: Mr. Ketan Kumar S. Sevak  
Marital Status: Married  
Birthday : February 26, 1995  
Nationality : Indian  
Gender : Male  
Passport No : M0949477  
Place of issue : Ahmedabad  
Date of expiry : 16/08/2024

### Declaration

I Jigar Sevak hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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Jigar Sevak