



# MOHAN GANDHI

## HVAC MAINTENANCE SUPERVISOR



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Birth Date: Mar3,1984



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### ACHEIVEMENTS

- Ensured workplace safety with zero safety accidents, no safety deviations, and no quality deviations on-site.
- Successfully completed Autonomous Maintenance Step 2 and implemented 5S methodology for workplace organization.
- Maintained and completed 100% of the Autonomous Maintenance Equipment Defect Tracker, achieving 0% defects by year-end.
- Ensured 100% equipment availability for uninterrupted production operations.
- Optimized HVAC systems, leading to significant energy savings.
- Completed all Planned Preventive Maintenance ahead of target dates through effective scheduling and execution.

### SKILLS AND INTREST

- Follow Good Manufacturing Practices (GMP) in accordance with FDA and USP guidelines. Work with safety and quality. Implement GDP, ALCOA, RCA, SOP, SAT, and CAPA. Conduct clean room validation activities.
- Manage the data center, including the electrical server room, HVAC, VESDA fire control, and access systems.
- Plan and execute both planned and unplanned maintenance activities, including breakdown works.
- Implement corrective actions and preventive actions in response to equipment abnormalities.
- Arrange tools and prepare materials before starting work.

### ABOUT ME

Experienced **HVAC Maintenance Supervisor** with **14 years of expertise** in HVAC, Electrical, Mechanical, and **Building Management Systems (BMS)**, specializing in pharmaceutical manufacturing environments. Currently overseeing **HVAC maintenance at Pfizer Pharma Manufacturing in Singapore** under Accent Ltd., with a decade of hands-on experience in **controlled environment areas compliant with FDA GMP guidelines**.

Proficient in **engineering feasibility studies** for optimizing **AHU air change rates**, ensuring operational efficiency while maintaining **compliance with industry regulations**. Skilled in **assessing HVAC systems**, conducting **engineering calculations** for **particle counts, microbial levels, heat gain, and pressurization**, and proposing **modifications aligned with cleanroom requirements**.

Strong background in **HVAC mechanical troubleshooting, chiller plant management, computerized maintenance systems, and data integrity (GDP)**. Adept at **team management, toolbox talks, and implementing Good Manufacturing Practices (GMP)** to **eliminate cross-contamination** and ensure **zero workplace accidents**.

Well-versed in **risk assessments, root cause analysis (RCA), SOP compliance, air distribution, fire/smoke/dust control systems, and electrical server room management**. Experienced in **analyzing data, preparing technical reports, and providing technical support** during system modifications and troubleshooting.

Holds a **Diploma in Mechanical Engineering** and **ITI Refrigeration & Air Conditioning Mechanic Certification**, reinforcing strong technical expertise in HVAC and cleanroom environments.

### EXPERIENCE

**HVAC Maintenance Supervisor | Pfizer Pharma Mfg Industry From Accent Ltd Singapore –**

**July 2024- Present**

#### Task Assignment and Performance Monitoring

- Assign tasks, schedule shifts, and prioritize work orders.
- Monitor team performance and ensure adherence to safety protocols and company guidelines.
- Resolve team issues and maintain a productive work environment.

#### Technical Guidance and Training

- Provide on-the-job training and mentorship for technicians.
- Ensure team members are certified and updated on HVAC systems, safety standards, and GMP requirements.

- Conduct safety work procedures and method statements. Perform risk assessments, identify hazards, and prepare control measures, explaining these to team members.
- Service and maintain multi-split VRV DX refrigeration and air conditioning units, cold storage, and ceiling cassette-type AC systems. Carry out repairs and troubleshooting.
- Perform HVAC mechanical work activities, including checking refrigerant pressure, topping up refrigerant, and checking system parameters and updates.
- Replace spare parts in HVAC systems, including brazing work, nitrogen testing, system vacuuming, refrigerant topping up, and system startup.
- Service and maintain AHUs (Air Handling Units) and DHUs (Dehumidifiers), including the replacement of dust collector filters (G4, F7, F8, F9, H13, H14) and cleaning of chilled water coils and strainers. Handle EC fan direct drive impeller motors.
- Operate and maintain water-cooled chillers, condensers, and evaporators, including descaling and tube cleaning work for chiller optimization and energy savings.
- Monitor and control environmental conditions in all manufacturing areas, including temperature, relative humidity (RH), and differential pressure (DP). Record equipment function parameters.

## **Education & Experience**

- June-2010 To April-2013-Diploma in Mechanical Engineering
- Aug-2004 To July-2006-National Trade Certification Refrigeration and Air-Conditioning Mechanic (ITI NCVT)

## **Maintenance Planning and Execution**

- Develop and implement preventive maintenance schedules to minimize system breakdowns.
- Perform regular maintenance activities such as filter replacements, coil cleaning, and refrigerant checks.
- Diagnose and repair HVAC malfunctions promptly to avoid production delays.
- Document all repairs and system adjustments.

## **Daily Meetings and Coordination**

- Conduct daily morning attendance meetings with the HVAC Manager.
- Review completed and planned preventive maintenance activities.
- Discuss observations, abnormal issues, and HVAC equipment functional parameters.

## **Customer Complaint Resolution**

- Address and resolve customer complaints related to HVAC electrical issues.

## **Safety and Compliance**

- Conduct daily toolbox meetings to discuss safety procedures and MSRA (Method Statement & Risk Assessment).
- Follow Good Manufacturing Practices (GMP) and company regulations.
- Apply Permit to Work (PTW) and Lockout-Tagout (LOTO) procedures, including MCC LOTO and personal LOTO.
- Implement safety measures for cold work, hot work (Class-1,2), work at height, and confined space entry.

## **AHU (Air Handling Unit) Maintenance**

- Power off AHUs and apply LOTO before maintenance.
- Perform maintenance using CLIT and troubleshooting methodologies.
- Replace and dispose of filters (G4, F7, F8, F9) properly.
- Inspect and maintain key components:
  - Motor, impeller, EC fan, silencers, actuators, dampers
  - Fresh air panel, drain line, chilled water/low-temp pipe insulation

## **Equipment Availability and Environmental Control**

- Ensure 100% equipment availability for production by preventing minor and major stops.
- Maintain and control production area temperature, relative humidity (RH), and differential pressure (DP).

## **Knowledge Sharing and Training**

- Train team members on eliminating cross-contamination, personal hygiene, safety, and workplace quality.
- Assist in cleanroom validation testing.

## **Safety and Performance Reporting**

- Monitor and report unsafe acts and conditions.
- Maintain Good Documentation Practices (GDP) and update records daily.

## **Soft Skills**

- Strong team player with excellent communication skills.
- Quick learner with a proactive approach to problem-solving.

## **Key Performance Indicators (KPIs):**

- Work Order Completion on before target Date, monthly shared maintenance Record.
- Effective maintenance Avoid breadowns support to production.
- Temperature and RH DP Control in Production Area. Data center, Electrical server room.
- Equipment 100 % availability for production support to product quality.
- Energy Consumption and Reduction Maintenance Cost
- workplace 0% Safety Incident support to business development.
- Knowledge sharing to Team technician improve team skills
- Customer Satisfaction.
- Computerized Maintenance Management Systems (CMMS)
- Building Management Systems (BMS)Chiller plant manager system

## Singapore Skills Certificate

- Manage Work At Height, Workplace Safety and Health Control Measures (Develop a Risk Management Implementation Plan biz SAFE Level-2)
- Operate Scissor Lift, Workplace Safety and Health Management in Construction Industry (Supervise Construction Work for Workplace Safety and Health),
- Supervise Work in Confined Space Operation,
- Apply to the workplace safety and health process of plant chemical manufacturing
- Building Automation Engineer, .VRV Testing commissioning and Troubleshooting Daikin Singapore

## Personal Information

- Date Of Birth: 04 March 1984  
Nationality: Indian
- Languages: Tamil, English, Hindi, German A1 Level
- Present salary: \$4400 Expected salary: \$5000 (Negotiable)
- Notice period: Notice period 2 months. Work permit: S-Pass (Current)

- Daily Review Planned maintenance work orders, response times, and equipment status.
- Weekly Review maintenance schedules, backlog, and energy consumption.

## Hvac Maintenance Team Leader Gsk Pharma mfg I From AirRoyal Singapore

*Oct 2022 to Jun 2024*

- Lead and supervise HVAC maintenance teams to ensure efficient and effective maintenance operations.
- Provide technical guidance and training to team members.
- Develop and implement maintenance procedures and protocols. Maintenance Operations
- Plan, schedule, and execute routine maintenance tasks.
- Oversee repair and replacement of HVAC components.
- Ensure prompt resolution of HVAC-related issues. Quality and Safety
- Implement quality control measures to ensure high-quality maintenance work.
- Ensure compliance with safety protocols and regulations (OSHA, etc.).
- Conduct risk assessments and implement control measures
- Liaise with production, quality, and engineering teams to ensure HVAC systems support pharma operations.
- Collaborate with external vendors and contractors. Documentation and Record-Keeping

## HVAC & BMS Maintenance Technician Amway India Enterprises Ltd (FMCG Industry) - India

*Aug 2015 to Sep 2022*

- Temperature Control Ensure accurate temperature control in production areas, cold stores, and warehouses to preserve food quality.
- Humidity Control Regulate humidity levels to prevent contamination and spoilage.
- Air Quality Management Maintain clean air supply, ventilation, and exhaust systems to prevent contamination.
- Equipment Maintenance Perform routine maintenance, repairs, and troubleshooting on HVAC equipment.
- Preventive Maintenance Schedule and execute preventive maintenance programs to minimize downtime.

## BMS (Building Management System) Honeywell EBI600

- System Monitoring Continuously monitor BMS systems to ensure optimal performance and identify potential issues.
- Control System Adjustments Adjust temperature, humidity, and lighting controls to optimize production conditions.
- Alarm Management Investigate and resolve alarms, ensuring prompt attention to system issues.
- System Upgrades and Updates Implement software updates and hardware upgrades to maintain system efficiency.
- Data Analysis Analyse BMS data optimize energy consumption, identify trends, and predict maintenance needs