S h a z i a J a n

( B . E , M . T e c h )

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**PERSONAL DETAILS**

**DOB:** 10/04/1981

**Nationality:** Indian

**Marital Status:** Married

**Dependent’s:** 3

**Country of Residence:** Dubai, UAE

**EDUCATION/PROFESSIONAL**

**QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
|  | **Master of Technology in Electrical Engineering (Instrumentation and Control)** |  |
| July 2003 | **Aligarh Muslim University, Aligarh.** |  |
| to | **(First Div, Honors)** | **GOLD MEDALIST** |  |
| Aug2005 | Core Modules: |  |  |
|  |  |  |
|  | Optimal Control System, Advanced Instrumentation, Process Instrumentation, Network |  |
|  | Theory, Artificial Neural Network and Applications, Identification and Estimation, Digital |  |
|  | Instrumentation, Precision Instrumentation, Bio Instrumentation, Optimization Techniques, |  |
|  | Discrete Data & Digital Control. |  |  |
|  |  |  |
|  | **Bachelor of Engineering in Electrical Engineering** |  |
|  | **Aligarh Muslim University, Aligarh.** |  |
|  | **(First Div, Honors)** | **GOLD MEDALIST** |  |
| Aug 1999 | Core Modules: |  |  |
| to |  |  |
| Electronic Devices and Circuits, Engineering Materials & Material Sciences, Electrical |  |
| June 2003 |  |
| Machines, Power System, Electrical Measurements & Instrumentation, Logic & Digital |  |
|  |  |
|  | Circuits, Power Electronics, Switch Gear & Protection, Dynamic System Analysis, |  |
|  | Microprocessor & Applications, Circuit Theory, Fluid Mechanics & Fluid Machinery, HV |  |
|  | Engineering, Control Systems, EHV ,AC & DC Transmission, Engineering Economy & |  |
|  | Principles of Management. |  |  |
|  |  |  |
|  | **Diploma in Electronics Engineering** |  |
|  | **Aligarh Muslim University, Aligarh.** |  |
|  | **(First Div, Honors)** |  |
| Apr 1996 | Core Modules: |  |  |
| to | Electronic Devices & Circuits, Digital Techniques, Engineering Drawing, Electrical |  |
| July 1999 | Engineering, Electrical Machines, Measurement & Measuring Instruments, Industrial |  |
|  | Management, Microprocessor & Application, Power Electronics & Controls, Microwave & |  |
|  | Radar, Network & Lines, Audio Systems, Principles of Communication, Radio Engineering, |  |
|  | Principles of TV. |  |  |
|  |  |  |  |

**POSITION/HISTORY**

**Experience Details:**

* **12+** years’experience in Power Transmission, Distribution & Maintenance.
* **3** months experience working in WEST AREA (B) of Federal Electricity & Water Authority, Umm Al Quwain,UAE.
* **8** years’ experience working various wings of the PowerDevelopment Department of J&K State Government.
* **2** years’ experience workingas a Lecturer at National Institute of Technology, Srinagar, J&K.
* **1** years’ experience working as Scientific Officer in the CSIR Project at the Department of ElectronicsEngineering, Aligarh Muslim University, Aligarh, U.P. India.
* **1** years’ experienceworking with Urban Distribution Division of Hydel Inspection House, Aligarh, U.P. India.

**Skills & Strengths:**

* Strong Analytical Skills
* Excellent Presentation, Management, Communication & IT skills
* Proper time management skills
* Positive attitude.
* Patience.
* Hardworking.

**POSITION/HISTORY**

**Duration:** Dec 2014 till present. **Position:** Assistant Executive Engineer

**Reporting to: CEO**, Call Centre, Power Development Department, Maintenance and Rural electrification Wing,Srinagar, J and K.

**Power Development Department** is one of the Department of Jammu & Kashmir state Government responsiblefor all functions related to transmission and distribution of electric power in state. The generation sector is looked after by Jammu & Kashmir State Power Development Corporation, which was carved out of PDD in year 1995.

Various wings of PDD are looking after T & D related activities in these regions as:

1. Elect. Maintenance & Rural Electrification Wing.
2. System & Operation Wing.
3. Planning & Design Wing.
4. Procurement & Material Management Wing.
5. Commercial & Survey Wing.
6. TTIC Wing (Training, Testing, Inspection & Commissioning Wing.
* Customer Care Centre Operations.
	+ Hardware and software management of customer care center.
	+ Supervise the agents whose function is to register consumer complaints regarding bills, no supply, energy theft, meter related, employee related.
	+ Maintain monthly data showing performance of agents like number of calls received, application accepted, work in progress, calls on hold, resolved calls, and rejected calls.

**Duration:** August 2014–Nov 2014.

**Company:** Federal Electricity and Water Authority

**Position:** Electrical Engineer

**Reporting to:** Chief Engineer, FEWA, Umm Al Quwain

**FEDERAL ELECTRICITY AND WATER AUTHORITY (FEWA)** was established in 1999 under the FederalLaw No. 31 of 1999 to carry out the duties assigned by Ministry of Electricity and Water in achieving several objectives. Its Main objective is to cater the needs of Electricity and potable Water for the population of the Northern

Emirates. To achieve this main objective FEWA has to create a balance between the cost of production and the distribution price in consideration with unifying the existing variable pricing strategies, study the consumption behaviors and create awareness to overcome the waste of electricity and water by consumers. FEWA also has to develop and improve revenue collection processes. One of its objectives is also to provide qualification and training to the citizens making them able to work in FEWA.

The vision of FEWA is "Leadership in providing electricity and water services to improve the standards of living and achieve sustainable growth by 2021"and mission of FEWA is "To provide electricity and water services at distinct levels and develop electricity and water facilities infrastructure to meet the growing demands of electricity and water in emirates under FEWA jurisdiction so as to enhance sustainable development".

**Responsibilities:**

* Manage three groups comprising of 10 people responsible for various maintenance work of electric network and also bring the data for annual planned maintenance of 11kV/0.433KV network equipment.
* Preparation of report for distribution substation maintenance section like.
	+ Peak load report of distribution & OHL substations.
	+ Monthly maintenance report of substations.
	+ Cable faults in LV, 11kV and 33kV network.
	+ Monthly report of preventive maintenance for 11/ 0.433 kV network equipment like RMU, 11/0.433kV distribution transformers, LV distribution feeder pillars, 11kV OHL circuits.
	+ Monitoring the progress of different groups performing the maintenance work.
	+ Updating the data of newly added substations in the network.
	+ Annual planned maintenance programme for 33kV & 11kV network.
	+ Maintain a centralized database related to all transformers & associated equipment in the Transmission System, with objectives to efficiently track equipment condition & performance, propose refurbishment plans, procure spares etc for the optimum utilization of assets and coordinate the condition monitoring activities within the guide lines of service level agreement & departmental quality procedure.
	+ Transfer and share knowledge with colleagues and subordinates in order to support Corporate Excellence. Follow and adhere to the OH&S Management System Manual as per FEWA's safety standards.
	+ Monitoring performance of equipment’s, failures and field complaints and to maintain comprehensive database to enable analysis and review of Reliability Centered Maintenance program.
	+ Initiating procurement action for Capital items and coordination on implementation of capital and developmental projects that are meant for improving overall performance of the substation equipment’s in service.
	+ Training of subordinate staff by identifying the training requirements to make the workforce capable of performing their job satisfactorily and complying with FEWA safety rules.

**Duration:** May 2012–July 2014

**Company:** Power Development Department, Jammu & Kashmir

**Position:** Assistant Executive Engineer

**Reporting to:** Executive Engineer Commercial Division, Commercial & Survey Wing.

**Power Development Department** is one of the Department of Jammu & Kashmir state Government responsiblefor all functions related to transmission and distribution of electric power in state. The generation sector is looked after by Jammu & Kashmir State Power Development Corporation, which was carved out of PDD in year 1995.

Various wings of PDD are looking after T & D related activities in these regions as:

1. Elect. Maintenance & Rural Electrification Wing.
2. System & Operation Wing.
3. Planning & Design Wing.
4. Procurement & Material Management Wing.
5. Commercial & Survey Wing.

12. TTIC Wing (Training, Testing, Inspection & Commissioning Wing).

**Responsibilities:**

* Power Purchases
	1. Scheduling at merit order.
	2. Power arrangements under exchange with other states and agencies.
* Setting up maintenance & operations of communication network between different grids & power houses.
* Enforcement of power curtailments as per schedule for maintaining of strict grid discipline.
* Managing operations of the SLDC & Sub LDC.
* Testing of electric protection for all electric installations.
* Installation of electric meters to different industrial sites.

**Duration:** April 2007- May 2012

**Company:** Power Development Department Jammu & Kashmir **Position:** Assistant Engineer.

**Reporting to:** Executive Engineer Electric Division Pulwama, EM & RE (Electric Maintenance & RuralElectrification) Wing.

**Responsibilities:**

* Overall distribution at 66 & 33kV level & below.
* Setting up, maintenance & operations of 33/11 kV Sub-transmission system.
* Setting up, maintenance & operations of 11kV/440V distribution system.
* The billing of energy to consumers & collections.
* The face of PDD in dealing with individual consumers.

**Transformer Workshop Section:**

* Fabrication of LT/HT coils of distribution transformers of different ratings varying from 25kVA to 630kVA.
* Heat treatment of LT/HT coils to required meager value.
* Reassembling of these LT/HT coils, core laminations and finally placing of core in the transformer tank.

**Preparation of Reports:**

* Preparing monthly damage reports showing the details of damaged transformers and the repaired ones along with the pending status.
* Preparing the reports showing the cost incurred in repair work substation wise and the total cost as well.
* Maintaining the record of material received and utilized in carrying out the repair work.
* Verification of contractor bills for repair of damaged distribution transformers.
* **Preparing estimates** showing the material and labor cost involved in repair work of transformers.

**Meter section:-**

* Testing of single phase and three phase meters of different current ratings and installation of these meters to various residential, commercial and industrial consumers.

**Duration:** Aug 2005- April 2007

**Organization:** National Institute of Technology, Srinagar.

**Position:** Lecturer.

**Reporting to:** Head of Department Electrical Engineering.

**The National Institute of Technology**, Srinagar commonly known as NIT Srinagar (an Institute of nationalImportance) is a public engineering institute located in Srinagar, J & K and an engineering institute of North India, along with other NITs & IITs of India. It is one of the 30 NITs in India and as such is directly under the control of the Ministry of Human Resource Development (MHRD).

In the year 2003 the institute was granted **Deemed University** status with the approval of the University Grants Commission, All India Council of Technical Education and the Government of India.

**Responsibilities:-**

* Conducted theoretical and practical classes of Control System Engineering & Power System courses of 6th & 8th Semester B.Tech Electrical Engineering.
* Conducted practical classes of Basic Electrical Engineering Course of various branches of 1st Semester B.Tech.
* Conducted theoretical classes of Control System Engineering of M.Tech 2nd Semester.
* Setting of Examination Papers and assessment of answer sheets of various branches.

**Duration:** August 2004-August 2005

**Organization:** Council of Scientific and Indian Research. **Position:** Scientific Officer.

**Reporting to:** Investigating Officer, CSIR Project entitled **“Analytical Quick Test Systems for Determining the Composition of the Oil Blends”** in the Department of Electronics Engineering, Aligarh Muslim University, Aligarh,India.

**CSIR** (Council of Scientific & Industrial Research)established in 1942, is an autonomous body and India’s largestresearch & development (R & D) organization with 37 laboratories & 39 field stations or extension centers spread across the nation. Although CSIR is mainly funded by the Ministry of Science & Technology, it operates as an autonomous body registered under the Registration of Societies Act of 1860.

The research & development activities of CSIR includes various fields such as aerospace engineering, structural engineering, ocean science, life sciences, metallurgy, chemicals mining, food, petroleum, leather & environment.

**Responsibilities:-**

* Conducting experiment on various oils with varying percentages of saturated and unsaturated fats and observing variation of their R, L and C parameters with frequency.
* Preparing reports quarterly showing the effect of percentage of different fats on R, L and C parameters of different oils.
* Design an apparatus that can be used to detect the adulterants in various oil blends.

**Duration:** August 2003-August 2004.

**Company:** Dakshinanchal Vidyut Vitran Nigam Ltd. (DVVNL).

**Position:** Trainee. (At 33/11kV Receiving station, Jamalpur Aligarh, U.P.India.)

**Reporting to:** Executive Engineer Electric Division, Electricity Urban Distribution Department, U.P. India.

Dakshinanchal Vidyut Vitran Nigam Ltd. (DVVNL) is responsible for power distribution in the 21 districts of Uttar Pradesh. DVVNL is a subsidiary company of Uttar Pradesh Power Corporation Ltd (UPPCL). UPPCL is responsible for planning & managing the sector including transmission, distribution and supply of electricity.

The mission & vision of DVVNL is to make it one of the best managed utility corporation in UPPCL & to provide access to electricity to everyone in the zones.

**Responsibilities:-**

 Maintaining the logbook of the receiving station, in which voltage, current, power factor of

different feeders is noted on hourly basis.

 Periodical checking of power transformer winding temperature, insulating oil level etc.

 Correction of zero error and other errors if any in different meters.

**Projects:**

* Design and fabrication of auto cut stabilizer, audio amplifier and Astable Multivibrator
* Design of overhead transmission line that can transmit a power of 90MW over a distance of 210 km at a power factor of 0.85(lagging).
* Regulation in physiological control systems.
* Modeling of a closed-loop regulation in physiological control systems mainly Cardiovascular and Diabetic control.
* Analytical Quick Test Systems for Determining the Composition of the Oil Blends.

**Extra-Curricular Activities:**

* Participated in All India Symposium On “**Recent Trends In Power Generation,** **Transmission & Distribution Systems**” on April 18 & 19, 2004, at Z.H.C.E.T,

AMU, Aligarh.

* Presented a paper on “**Cardiac output and its regulation**” in the national conference held on 5-6 Feb in Electronics Engg Department AMU Aligarh.
* Attended a Symposium on “**Signal Processing and its applications**” on 19th Feb in Electronics Engg Department AMU Aligarh.

**AWARDS & SCHOLARSHIPS**

* + **2005-2006 --**Awarded **Gold Medal** for standing **Ist** in **M.Tech. (Electrical**

**Engg) from Aligarh Muslim University, Aligarh, India.**

* + **2004-2005 --**Fellowship from **Council of Scientific and Industrial Research**

(CSIR), New Delhi, India.

* + **2003-2004 --**Awarded **Gold Medal** for standing **Ist** in **B.E. (Electrical Engg) from Aligarh Muslim University, Aligarh, India.**
* **2001-2003** --Merit scholarship of Central Wakf Council, J&K, India.
* **1999-2003 --**Merit scholarship of Z.H.C.E.T, A.M.U, Aligarh.
* **1996-1999 --**Merit Scholarship ofWomen’s Polytechnic, A.M.U. Aligarh.

**MEMBERSHIP of PROFESSIONAL BODIES:**

* Associate member of The Institution of Electronics & Telecommunication Engineers **(IETE)**, 2 Institutional Area, Lodi Road, New Delhi.

**SKILLS & ACTIVITIES**

|  |  |  |
| --- | --- | --- |
|  |  |  Effectively managed and participated in teams to ensure efficiency in Power |
| Teamwork and |  |  | Development Department and to reach target specifications while ensuring |
| Management |  |  | compliance to pre-set quality parameters |
|  |  |  Worked in mixed-skill level, remote distributed teams with tight deadlines. |
|  |  |  **Currently managing a team of 10 JE’s, 3 computer operators and sub-** |
| Leadership and |  |  | **divisional clerks, directing, mentoring and constantly training them to keep** |
| Communication |  |  | **pace with the changes happening in the organization.** |
|  |  |  Confident and articulate speaker. |
|  |  |  Delivered various project presentations and seminars during my study period to |
|  |  |  | large gathering. |
|  |  |  |  |
| IT Skills |  |  | MS-DOS, MS-Windows XP |
|  |  |  Assembly, BASIC, FORTRAN, C and MATLAB. |
|  |  |  | dBase III Plus. |
|  |  |  MS-Power Point, MS-Word, MS-Excel, Visiotech, PageMaker 6.5, COREL |
|  |  |  | DRAW5, Photoshop5, Auto CAD. |
|  |  |  |  |
| Accountancy |  |  | Passed Assistant Engineer (Accounts) Departmental Examination Conducted by |
| knowledge |  |  | Jammu & Kashmir Public Service Commission, Srinagar, November 2009. |
|  |  |  |  |
| Languages |  |  | English, Urdu, Hindi, Kashmiri and Arabic. |
|  |  |  |  |
| Driving license |  |  | UAE (Dubai) |
|  |  |  |  |

**INTERESTS**

* Reading Islamic Literature
* Sports – Badminton, Swimming.