**KHAJA**

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GRADUATE ELECTRICAL ENGINEER

DEAR HR MANAGER,

**Sub: Position Applied for ELECTRICAL ENGINEER anywhere in Middle East.**

With reference to ad in the classified. I would like to apply for the post of ELECTRICAL ENGINEER in your reputed organization.

I am well organized and laborious and qualified for this post of ELECTRICAL ENGINEER. I do wish to offer my services to nonprofit organization and help the organization in fulfilling the mission and vision.

I have done my Graduation in ELECTRICAL stream from JNTU University. I have done Master in Business Management in Marketing.

As I worked in well-structured organization, with good knowledge about subject, able to do multitasking with good communication skills. I can handle the responsibilities and challenges of the post of an Electrical Engineer to its fullest.

I worked as a Graduate Electrical Engineer for 15 months in Aurecon Engineering Consultant. My responsibilities in that organization to support all the senior engineers to achieve the deadlines and submission of project delivery in time. I used to participate in the Technical Seminars by Team members.

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| **PHOTO** | KHAJA Graduate Electrical Engineer with 15 Months experience in Aurecon Engineering Consultant. In Building Unit. |
|  | CAREER ObjectivesTo work as a value added resource and serve the organization to the best of my ability and to contribute successfully in the growth of the organization. Seeking to face challenges to compete with the best in the electrical engineering industry by full use of my technical knowledge.ACADEMIC CREDENTIALS* B.Tech in EEE (Electrical & Electronics Engineering) from JNTU in 2011
* MBA (Master of Business Administration) in Marketing from Kakatiya University in 2013
* Diploma in EEE from SBTET in the year 2007
* Matriculation from State Board of Secondary Education in 2004

experienceGRADUATE ELECTRICAL ENGINEER | AURECON AUSTRALIA PTY LTD. (UAE)**March’2015 – UP TO DATE****Project : MotionGate Theme Park, Dubai** **Duties & Responsibilities** MotionGate Theme park consist of Bollywood Park, DreamWorks, SonyStudio’s and many more. It is a full package of entertainment, Retail Area, Restaurants etc. * Lighting calculations using lighting design software Dialux in compliance with CIBSE lux level requirements.
* Preparation of lighting layouts & Power Layout, ICT and Fire layout.
* Preparation of Distribution Board schedules and Load Schedules and Low Voltage Single Line Diagrams.
* Voltage drop calculations followed by cable selection and cable tray sizing.
* Preparing the initial markup or sketch to the drafters.
* Supporting LV schematics approval from the Local Authority.
* Interaction with other discipline engineers to ensure that the progress of the project follows the planned project schedule and to the further execution.
* Interaction with other Consultants or sub-Consultants to further develop the Project.
* Responding to RFIs and general queries from contractor.
* Before delivering the project having own QA/QC.
* Follow up the Deadlines and Submission of a project Delivery.
* Good understanding for Fire and Life Safety code as per Local Authority(UAE Fire and Life Safety code) and as well as International Standards.
* Learning other authority Rule and Regulation of Abu Dhabi (ADDC) Qatar (KHARAMAA) and other Middle East Region, as well NFPA, BS, EN, IEC, IBC and many more.

Other Duties:* Participating weekly team meeting.
* Attending monthly progress of Building unit Meeting.
* Brainstorming session with in the Electrical Team.

**Project : RTA Project, Dubai****Duties & Responsibilities:*** Inspection of RTA Properties
* Flyover Bridge: Checking the Inventory of the Bridge with the Contractor.
* Making a report of the Inspection and submitting it to the RTA.
* Inspecting RMS panel of Vehicle Underpass Bridge.

**MANSANI CONSTRUCTION Co. (INDIA)****Junior Electrical Engineer (July 2013 to Oct 2014)****Duties & Responsibilities:*** Understanding Electrical drawings, and supporting senior Engineers for the drawings.
* Creating the DB schedules, with proper load sharing in each phase.
* Understanding of Project delivery and submission, site supervision.

 **(Apollo Power Systems Pvt. Ltd.)** **June 2007 – Oct 2008** **Department :** Facility Maintenance.**Site Location :** Divya Sree, Cyber Towers, Wipro.**Designation** : Electrical Supervisor. RESPONSIBILITIES:* Electrical Maintenance & Operation of 33kV/440V Electrical Switch Yard, Vacuum & Air Circuit Breakers, 2 MVA Transformers, 1010 KVA Generators.
* Execution of Electrical Tests on Transformers.
* All equipment preventive maintenance and Troubleshooting.
* Maintenance and Operation of All Panels (APFC, ATS, RTCC, Main Incomer, Synchronizing, etc.).
* Maintaining a daily reports, preparing MMR and QBR.
* Maintaining of all Air Handling Units. Responsibilities of Maintaining.
* Daily, Weekly, Monthly, P.P.M. Schedules, Work Orders, etc.

TECHNICAL skills* AutoCAD- Electrical, Dailux software.
* PDF Adobe Acrobat, NavisWorks
* Beginner: Revit, Bluebeam, Amtech
* MS-Office, Windows OS.

STRENGTHS & skills* Excellent communication skills & motivating skills.
* Quick learner & Good Team player.
* Creative problem solving & novel thinker.
* Ambitious & self-motivated.

Training Underway* Green Building Certification Institute (GBCI) Certified

**LEED Green Associate** (**LEED GA**). * Abu Dhabi Urban Planning Council (UPC) Certified

**Pearl Qualified Professional** (**PQP**) credential.* CIBSE-**C**hartered **I**nstitution of **B**uilding **S**ervices **E**ngineer
* IET

HONORS* Merit Certificate in Diploma 1st & 2nd year
* Member of Indian Society of Technical Education

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