Resume

**Suneera**

**Suneera.364261@2freemail.com**

**Executive Summary-**

I am an ambitious Egineering professional having 4 + years of Experience

in Construction Industry.After Graduation ( B.tech In Electrical & Electronics Engineering) ,

I started my career as a Trainee electrical design engineer ,Eventually I have moved into procurement ,as procurement officer in an Italian MEP firm named ALLMAC

ELECTROMECHANICAL LLC ,Dubai.I had great opportunity to work on prestigious projects like Dona Towers in Dubai.

Due to personal Reasons i have moved back to india and worked as Procurement

Engineer in a Construction management Company. I have completed courrse on

Electrical Design & Drafting.Now ,i am looking for better opportunities in Dubai, as an

Electrical Engineer..

**Work Experience**

**1**.**Electrical Procurement Engineer**-**Boffice Construction ,Calicut, India (2014 to 2016 )**

Duties and Responsibilities

managing Project Purchase activities , vendor Management,

Preparation of RFQ..

Finalize purchase details of orders and deliveries

-Examine and test existing contracts

-Track and report key functional metrics to reduce expenses and improve effectiveness

-Collaborate with key persons to ensure clarity of the specifications and expectations of

the company

-Foresee alterations in the comparative negotiating ability of suppliers and clients

-Expect unfavorable events through analysis of data and prepare control strategies

-Control spend and build a culture of long-term saving on procurement costs

**2.Procurement Officer-ALLMAC ELECTOMECHANICAL LLC ,DUBAI** **(2008 to 2010)**

Duties and Responsibilities

-Receive and analyse material Request from the Project Site.

-Discover profitable suppliers and evaluate Quotations

-Negotiate with external vendors to secure advantageous terms

-ordering of necessary goods and services required for the project.

-Analyse samples if necessary.

-Finalize purchase details of orders and deliveries

-Examine and test existing contracts

**3.Junior Project Engineer-Electric Power Service Pvt Ltd Kochi, India (2007 Nov to 2008 March)**

**Academic Qualifications**

1.B.Tech in Electrical & Electronics Engineering -Kannur University

(LBS College of Engineering)

2003-2007

2.Higher Secondary -Board of higher secondary Examination,Kerala,India 2000-2002

3.High School-Kerala Board 2000

**Certifications**

1.Electrical System Design - March 2017-CTDS ,india

2.Autocad -Electrical -2008-Autodesk

**Declaration:**

I , SUNEERA declare that all information given above are true to my knowledge and is responsible for the same.