**CURRICULUM VITAE**

**Lakshmy (B-Tech EEE)**

Dubai

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 **Introduction**

A qualified Project Engineer/Estimation Engineer/Project Coordinator with 9 years & 6 months of progressive experience in

Electrical Engineering, Project Estimation , Project Management, Site Management and Support, General Management,

Administration and Operations.



 **Areas of Expertise**

**Project Management**

* Accountable for various phases of the project right from start to client hand over while consistently

following up on progress.

* Plan and forecast project budget and human resource requirements.
* Liaison with suppliers / sub-contractors in the tendering, administration of contracts, variations and payments.
* Oversee tenders preparation for technical parts and electrical materials for each project.
* Handle purchasing and contracting procedure with local and overseas companies and suppliers. Ensure optimum use of resources without compromising quality.
* Maintain project cost control and analyze variances against budget. Implement corrective measures

if delays are detected or foreseen.

* Implement and monitor the Safety, Health, Environment and Quality Systems to ensure that the required standards

 are achieved. Enforce quality control in the project.

* Work towards managing project scope and minimizing exposure and risk across projects.
* Interface and have excellent relationship with various government authorities for all project related matters.

**Project Estimation**

* Highly skilled in organizing and preparing scope of work and price proposal.
* Fast & Accurate in estimating fire alarm system based on NFPA & civil defence standard.
* Reviewed proposal specifications and drawings to determine scope of work and required contents of estimate.
* Prepared estimates by calculating complete takeoff of scope of work.
* Expertise in identifying qualified suppliers through direct contact, sales brochures, price lists.
* Reviewed quotes for completeness with plans & specs.
* Recommended best solution based on cost, engineering quality, and availability of materials.

**Site Management**

* Supervise and direct staff members and construction operation or maintenance activities at project site including

coordination with engineer & client, land survey, arrangement, labour payment, subcontract bills and invoice preparation.

* Provide engineering support during installation activities as well as technical advices for site integration activities.
* Conduct site visits to monitor progress and ensure conformance to design specifications and
* safety or recommended standards.
* Make sure that all materials and equipment received are in compliance with the quality and quantity requirements.

**Engineering Management**

* Prepare and study technical drawings, specifications of electrical systems
* Design, implement, maintain, and improve electrical instruments, equipment, facilities, components, products, and
* systems for commercial, industrial, and domestic purposes.
* Confer with engineers, customers, and others to discuss existing or potential engineering projects.
* Direct and coordinate manufacturing, construction, installation, maintenance, support, documentation, and testing

activities to ensure compliance with specifications, codes, and customer requirements.

* Operate computer‐assisted engineering and design software and equipment to perform engineering tasks.
* Prepare specifications for purchase of materials and equipment.
* Investigate client or public complaints, determine nature & extent of problem & recommend remedial measures.
* Oversee project activities to assure projects are completed satisfactorily, on time.
* Plan and implement research methodology/procedures to apply electrical theory principles to engineering projects.
* Manage Design, Engineering Sales, Planning, Procurement, Project Execution.

**General Management (Administration & Operations)**

* Manage all administrative concerns and operational difficulties encountered on the projects.
* Administer reports on project developments, issues and achievements.
* Handle professionally all management duties, client service and staff motivation and development.
* Deliver significant contributions in improving the turnaround time and achieving quality output.
* Direct technical and administrative team in executing the projects; facilitate inspections required by consultant, sub-contractor and clients; and implement company safety policy.

 **Qualification**

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**Bachelor of Technology in Electrical & Electronics Engineering**

University of Kerala, India

Qualification: Bachelor of Engineering **(B.Tech)**

Attended Project Management Professional (**PMP**) Training class on Jun 2016

Specialization: High Voltage Engineering, Optimization Techniques.

 **Employment History**

1. **Project Engineer/Estimation Engineer**

at Al Maythaa Technical Services LLC ,Dubai **April 2012 –Jan 2017**

1. **Electrical Engineer** at KSEDC, India **July 2008 - March 2012**
2. **Electrical Engineer at** Hykon Ltd, India  **July 2007-June 2008**



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**Proven Job Role**

**Project Engineer/Estimation Engineer** – Al Maythaa Technical Services LLC

**Estimation**

* Ensured project milestones and deliverable dates are being met.
* Assessed material specifications ,assemblies,design implications and phasing of work.
* Analyzed industry specific updates.
* Involve actively in projects handling from conceptual design, execution, commissioning, and hand-over.
* Liaise with local authorities for project related approvals and inspections from designing to commissioning.
* Prepare project reports for submission to management, client and consultants.
* Attending weekly and bi-weekly meetings at site for the purpose of coordination and reviewing the

progress

**Project Coordination**

* Involve actively in projects handling from conceptual design, execution, commissioning, and hand-over.
* Liaise with local authorities for project related approvals and inspections from designing to commissioning.
* Prepare project reports for submission to management, client and consultants.
* Attending weekly and bi-weekly meetings at site for the purpose of coordination and reviewing the progress.

**Design Engineering**

* Expertise in designing electrical, fire alarm, firefighting, emergency lighting layouts in AUTOCAD for interior fit out jobs as per local authorities.
* Check electrical shop drawings as per the DEWA regulations & BOQ preparation.
* Check fire alarm, firefighting & emergency lighting shop drawings as per CD regulations.
* Prepare electrical load schedule, power, control & instrumentation cables and termination schedules.
* Handle cable selection and cable management system for new electrical machine loads including electrical room selection based on local regulations.
* Skilled in reviewing MDB, MCC, SMDB, DB, Bus Bars riser and cables size according to actual electrical loads.
* Preparation of electrical cable routings, as built drawings.
* Follow up for material / technical submittals and shop drawings approval from consultant / client & local authorities.
* Finalize light fittings and electrical accessories based on design requirements and client / consultant approvals.

**Electrical & Electronics Engineering**

* Designing of electrical single line diagram indicating power flow; development of substation layouts based on local regulations; preparation of electrical layouts for power, lighting, load schedule etc.
* Monitor the electrical workforce ensuring a safe and efficient operation.
* Take approvals on technical submittals & shop drawings from consultant /client / local authorities (DM / DEWA).
* Conduct safety meetings and perform electrical inspections at the site.
* Inspect completed installations and observe operations, to ensure that work had been completed according to the requirements / needs of the client as well as government electrical codes and standards.
* Interface and have excellent relationship with various government authorities for all project related matters.

**Projects managed in UAE**

* Pure Gold shop, Ibn Batuta Mall, Dubai.
* Rivoli , Sharjah City Centre .
* Rivoli Eyezone, Mall of Emirates.
* Areni Otantic ,Dubai Mall
* Salt n Pepper ,Media City
* Kameelia Hotel, Deira
* Pure Gold ,Sharjah City Centre
* Lagoons
* Damas Office @ Platinum Tower ,JLT
* Picnic & Umaizushi
* Siemens ,Masder City ,Abudhabi
* Office @ JLT TECOM 1502 &1503
* JBC 5 2501,2502,2503 TECOM



 **Achievements**

* Efficiently optimized job implementation stages and took immediate action on proper time management.
* Successfully established core Engineering Team in Dubai and developed business and strong customer base.
* Dealt tactfully with government departments in obtaining approvals for technical documentations.
* Also, liaised effectively with consultants and clients in taking their confirmation on the MEP.
* Schedule and monitoring program activity to achieve an “on-time” result including
* follow-up with external suppliers to ensure timely response to action items.
* Monitoring program cost activity to achieve an “in budget” result.
* Profitably completed various projects within allocated budget and set time frame.
* Exhibited high grade of managerial and supervisory skills in providing direction to the team.
* Supervised site operations, ensuring compliance to safety standards and security policies.
* Consistently demonstrate resourcefulness in support of top management with flexibility in working well in cross‐ functional teams even under pressure with a good sense of urgency to complete multiple tasks within strict deadlines.
* Gained thorough understanding of project, construction and site management & operations related duties showed strong managerial skills in planning, managing, coordinating, motivating subordinates.



  **Personal Details**

Nationality: Indian

Date of Birth: 1st August 1985

Marital Status: Married

Visa Status: Husband Visa

Languages: English, Hindi & Malayalam

Driving License: **Valid UAE Driving License**

I declare that all the information given above is true to the best of my knowledge.

Date : February 2017

Place: Dubai **Lakshmy**