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| |  | | --- | | To  The HR Manager  Subject: Job Application  Dear Sir,  I am a graduate student with bachelor’s degree of electrical engineering in Jawaharlal Nehru Technological University. After graduation I was exposed to several projects wherein I got hands on experience with site projects. During my tenure of 9.6 years in the engineering industry as an electrical engineer, I have become acquainted with the demands and expectations of this position. I have worked in India & Middle East where I have been involved in engineering, designing and construction work for multi-storied apartment, complex & high rise buildings.  Working for a period of more than 8 years in middle east gave me a good exposure to effective communication and working as a team globally. My colleagues regard me as a motivated, quick learner, a good team player and an effective coordinator.  I believe that with my coursework and past work experience, I can make an immediate and effective contribution to your company. I am willing to face the obstacles and challenges that come way in the way of this job.  I look forward to hear from you.  Sincerely,   RIYAZUDDIN Sr. Electrical Engineer, B.TECH | |



**Riyazuddin**

**Permanent address**

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Email ID: [riyazuddin.376004@2freemail.com](mailto:riyazuddin.376004@2freemail.com)

**Educational Qualification:**

Electrical & Electronics Engineering.

**Summary of Experience:**

Electrical Engineer with 9.6 years of experience in the field of Engineering, Designing, Construction & Project Management.

**Objective :**

Seeking a suitable senior position where my technical skills in the field of **residential** – Villas & High Rise Buildings, **commercial** & **industrial** electrical engineering and project management can be effectively utilized.

***An approved Electrical Engineer from ADDC for carrying out projects related to design, installation & testing of Electrical Installations***

**Major Responsibility& Job Function**

* Design, calculate and prepare Electrical Drawings (MV/LV) following the Electrical Codes & Standards, electrical work related to construction as per the requirements of both the client & Consultant.
* Review of tender document including the scope of work, specifications, value engineering, tender bulletins, bill of quantities, technical offer, technical clarification, and list of deviation to the specification, list of deviation to the scope of work.
* Preparation of Electrical Equipment’s data sheets, Lighting Calculations, Cable Sizing, Single line diagrams, Bill of materials, Transformer Sizing, Earthing calculations etc., for multi-storied apartment complex & high rise buildings.
* Estimating the Project, Preparing the rate analysis which includes Earthing system, Cables, Cable Trays, Bus Ducts, Erection accessories, LV & HV Panels, Transformers, Lighting Control System, Fire Fighting system etc.,
* Experience in preparation of Specification for purchase of materials and installation techniques and can specify the use of appropriate materials to suit the design requirements and the building budget.
* Preparing equipment, earthing, lighting, power and cabling layout drawings, detail drawings and as built drawings.
* Execute/Supervise Electrical works ensuring compliance with standards, specification & drawings.
* Monitor site progress through weekly progress meetings.

**KNOWLEDGE, SKILLS & ABILITES**

* Coordinate projects with other departments, subcontractors and consultant.   
  Confirms the installation of all work within discipline is in accordance with the plans, specifications, and industry standards.
* Under the direction of the project manager, supports project requirements including opinions-of-probable-costs estimates, drawing documentation and systems design.
* Reviews drawings and researches code issues to comply with city, state, and county regulations.
* During Execution getting approval of different materials as required by the client or consultant.
* Check the shop drawings submitted by the contractor for compliance with contract standard specifications.
* Liaison & Correspondence with Client and other service authorities during design and execution stages.
* Check and evaluate Material submittals of electrical items submitted by the contractor for construction purposes.
* Coordinate with the architect and contractor for smooth flow of operation and timely completion.
* Makes and files notes of ALL meetings (with clients, other design team members, Statutory Authorities etc.,
* Can perform tasks assigned independently with good communication and coordination within office and with overseas counterparts.
* Writing Correspondence letters to client, consultant accordingly with neat presentation.

**Attendance Course**

* Attended a Training Workshop for Electricity Wiring Regulations under ECO MAN.
* An approved Designing, Testing & Inspection Engineer from ECO MAN.
* An approved Designing, Testing & Inspection Engineer from Abu Dhabi Distribution Company (ADDC).

**Standards and codes familiarity:**

* IEEE (Institute of Electrical & Electronics Engineers) codes.
* IEE Wiring Regulations code, Electricity Wiring Regulation – THIRD EDITION.
* Knowledge of Electrical Standards of NEC, Saudi ARAMCO Engineering standards (SAES).
* Abu Dhabi Distribution Company – ADDC, British Standards - BS

**Employment Details**

1. Employer Name : Khalaf Sultan Gen. Contracting Est.

Date : MAR 2016 to Present.

Position : Sr. Electrical Engineer.

Location : AbuDhabi, United Arab Emirates

2. Employer Name : Shah Noor Electrical Contractors.

Date : OCT 2013 to MAR 2016.

Position : Electrical Engineer.

Location : AbuDhabi, United Arab Emirates

3. Employer Name : Gulf Consolidated Contractors

Date : DEC 2009 to JULY 2013.

Position : Electrical Engineer.

Location : Kingdom Of Saudi ARABIA

4. Employer Name : Tirupathy Reddy Contractors

Date : MAY 2008 to NOV 2009.

Position : Electrical Engineer.

Location : India

**Key Skills**

* Good computer skills, Excel, MS Word, PowerPoint, Auto CAD etc.
* Demonstrated report writing skills of a high caliber.
* Excellent client relationship skills, demonstrated by referees.
* Excellent communication and team skills ability to work as part of a team.
* Able to work to deadlines and under pressure.
* Good problem solving skills & creative thinking.
* Takes accountability for assigned work.

**Professional Education**

Bachelors in Electrical & Electronics Engg. (BE) from Jawaharlal Technological University, Hyderabad, India. (2008).

Secondary School Education, Vaniniketan High School. India.

**PERSONAL INFORMATION**

Date of Birth : 22nd October 1986.

Marital Status : Married

Languages Known : English, Urdu, and Hindi.

Driving License : UAE, INDIA

I hereby declare that the above mentioned information is correct and true to the best of my knowledge and belief.

Date : **Riyazuddin**

Place :