

RESUME

**Saikiran**

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**Career Objective:**

To build a successful career and to work with committed & dedicated people which will help me to explore myself and to take a challenging role to the best of my skills and realize my potential.

**Education:**

* B.TECH (Electronics and Communication Eng.) from PULLA REDDY INSTITUTE OF TECHNOLOGY (JNTUH) with aggregate of 65%

**Skills:**

* Project Work :-Automation of HF Transceiver Testing.
* Ms-Office,
* Operating System: Windows 2007, 2010 and XP.

**Professional Experience: Total :5 yrs**

* **M/s. Mamatha Constructions.April’ 2016 to January’ 2018**

**As a Project Engineer**

**Projects:**

* Achampet Solar Power Pvt Ltd –Telangana-Client Belectric photovoltaic India Pvt Ltd
* Padmajiwadi Solar Power Pvt Ltd –Telangana-Client Belectric photovoltaic India Pvt Ltd
* Medchal SS- Medchal, Telangana – Client- TSSPDCL.
* Master plan SS – Arundathi Colony, Sri nagar Colony, Madanapet SS- Client – TSSPDCL.

**Project Scope:**

* Power Generation and Distribution for Rural areas.
* Power Distribution from the New Sub-Station for Rural Areas.
* Power Distribution from the New Sub-Station to the various cities.

**Roles and Responsibilities:-**

* Oversee the development of the Project Brief and Business Case.
* Ensure that the project team understands all aspects of the prime contract relating to their respective responsibilities, and demonstrate a thorough understanding of the prime contract checklist and organizational structure.
* Negotiate, analyze, and prepare purchase order agreements, subcontracts, and cost control budgets.
* Procurement of material for projects at various sites.
* Assist in delivery of technical projects such as major / minor rectification works.
* Attend meetings and gets involved with site supervision staff and field engineers.
* Oversee multiple projects across all phases of development, and monitor workflow to make timeline adjustments as needed.
* Tracks projects with consistent contact to project team members, from concept through contract award.
* Ensuring the work done with mutual agreement and all safety measurements..
* Preparing week, monthly reports and submitting the same to the General Manger.
* Inspecting the site at regular intervals for any PPE Violations and see that problems resolved.
* **Sri Balaji Electricals.August’ 2012 to March’ 2016.**

 **As a Project Executive.**

**Projects:**

* FourmSujana Mall – Hyderabad, Telangana- Client - TSSPDCL
* SLN Terminals Pvt Ltd –Hyderabad, TelanganaClient- TSSPDCL.
* Tata Aero Space Ltd.,- Hyderabad, Telangana Client- TSSPDCL .
* Wipro – Hyderabad, Telanagana – Client- TSSPDCL

**Project Scope:**

* Power Generation from SS to the Mall.
* Power Distribution from the New Sub-Station for Rural Areas.
* Power Distribution from the New Sub-Station to the various cities.

**Roles and Responsibilities:-**

* Attended pre bid conferences, is primarily point of contact to outside contacts, communicates all relevant information.
* Quoting the Tenders for Work Contracts from TSSPDCL.
* Putting work Bills for the works completed in stipulated time.
* Arranging the meetings on the weekly report basis.
* Ensuring the work done at sites with safety equipment.
* Inspecting the site and advice on various PPE issues to construction team.
* Maintain Good Records updated.
* Work closely with clients, owners, architects and subcontractors to develop lasting relationships.
* Scrutiny of all the vouchers sent from site to Office.
* Making Cash and Bank payments after proper checking of ledgers.
* Providing Monthly statements like Stock Statement.
* Preparing Purchase Orders, Work Orders for the Sub-Contracts.
* Looking after Receivables and payables.
* Authorize formal closure of the project.

**Personal Details:**

Date of Birth : 15-03-1991

Gender : Male

Marital Status : Single

Nationality : Indian

Languages Known : English, Hindi and Telugu.