**CURRICULUM VITAE**



# MUNNA

DCD & DPS APPROVED

Mobile**:** C/o 971501685421

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**Career Objective**

It is my inner confidence built due to the knowledge I have perceived through all these years of learning which will help me to excel in the field I am subjected to. I am capable of adjusting myself to any environment.

**Educational Qualifications**

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| --- | --- |
| Degree | University/Board |
| B.E(Electrical & Electronics Engineering)  | Osmania University-Hyderabad, Telangana, India |

**Work Experience**

**1. Designation : Electrical Design & Estimation Engineer**

 **Organization : GS LIMITED GROUP, Dubai**

 **May 2016 – Present**

**Duties & Responsibilities**

* Having good knowledge about DEWA, SIRA regulations and UAE FIRE &LIFE SAFETY CODE.
* Lead & Support design team in optimizing Electrical design and Complete Electrical Design Calculations/Excel sheets preparation (Internal Electrification, Circuit Breaker Selection, Load calculations, Transformer sizing, Cable sizing, DG sets, Single line diagrams , Earthling, Low Current system, Tel & Data, Fire alarm system, Public address, Access control, CCTV, SMATV confirming with NEC, BS and IEC Standards).
* Study/Review of tender documents, scope of work, drawings, BOQ, specifications, client’s requirement and etc. from the tender documents for proper estimating works.
* Preparing technical queries for ambiguities in drawings, specifications and BOQ.
* Co-ordination with quantity surveyors and material take off when required.
* Prioritize RFQ’s that require more time to get quotation and major cost items.
* Prepare & send RFQ for all the items to all the approved/ approved equal suppliers/ sub-contractor to obtain required quotations.
* Follow up with the supplier/sub-contractor to obtain quotation in time, clarify to all their queries and meetings with the supplier/ sub-contractor when required.
* Technical Evaluation of supplier/sub-contractor quotations as per tender requirements.
* Pricing material and labor cost of each BOQ item in the price comparison sheets, by using the quotations and a pre–determined manpower production rates.
* Preparing BOQ unit prices as per tender BOQ format and filling. · Check all the addendums and communications received from the client, ensuring that all items are being clarified and considered in the pricing.
* Preparing Qualifications, Assumptions and Exclusions if any. · Preparing tender adjustment schedule with unit prices, when applicable. · Preparing price analysis, proposed vendor list, data sheet and qualifications as applicable.
* Prepare value engineering, when required/ permitted. · Attend Pre tender meetings and site visits. ·Assist to estimator and quantity surveyors.
* Attend meetings, trainings as scheduled or organized by management.
* Responsible for implementing and maintaining the Quality management system for Estimation work.

**2. Designation : Electrical Site Engineer**

 **Organization : AAKAY Electromechanical LLC, Hyderabad, India.**

 **June 2014- January 2016**

**Responsibilities**

* As an Electrical Engineer I have overall responsibility is Receiving design drawings and estimation of quantities. Reporting directly to the Project Engineer.
* My duties include but would not be limited to the following:
* Supervise workers and sub-contractors to ensure works are carried out as per schedule and in good quality.
* Manage the site project team and facilitate their ability to complete the project on time
* Involved in technical discussion, progress meeting with client.
* Provide technical support to customers and site project team in the selection of equipment for the project.
* Perform others duties as assigned.
* Planning for Material Procurements.
* Project Co-ordination with Third party systems such as Fire Alarm System, Security Systems and Building Management Systems.
* Coordinating to project Engineer and other services for implementation of project to avoid hindrances and delays of the project.
* Reviewing a checking of contract drawings, specifications, agreed procedures and method of statements.
* Directing Foremen.
* Ensuring that the project electrical work is carried out in accordance with the required quality, cost and time constraints.
* Coordination and administration electrical related materials, equipment and drawingsubmittals.

**Software Proficiency**

Software : C, C++, AutoCAD, Relux, Planswift.

Other computer Applications **:** MS OFFICE (Excel, Word).

**Certifications**

* Dubai Civil Defense (DCD) approved in Fire alarm System and Emergency Lighting System.
* Department of Protective Systems (DPS) approved in Security Systems.

**Personal Details**

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| --- | --- |
| Date of Birth  | 16th October 1992 |
| Sex  | Male |
| Nationality | Indian |
| Languages | English, Telugu, Hindi and Urdu |
| Visa Status | Employment Visa. |
| Notice Period  | 30 Days |

**Truly yours,**

**MUNNA**