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# Anil

**Project Engineer**

Email: [anil.387952@2freemail.com](mailto:anil.387952@2freemail.com)

Hiring Manager

Sir,

I would like to take this opportunity to submit my application for the position of **Project Engineer -Electrical** in your esteemed organization.

Please find enclosed my resume describing all my theoretical and practical capabilities, which would be asset to your firm. As you will discover, I have been part of several major projects in U.A.E and possess more than 12 (Twelve) years of experience. My academic qualification and practical experience in various projects and zeal to put in hard work, gives me confidence to shoulder challenging responsibilities and execute the job to the best of the project requirements.

During my employment history, and with every assignment I have accepted, I have devoted my energies toward being a good steward of available resources. I attribute my ability to improve the operational performance of my employer almost immediately to my resourcefulness and creativity.

I trust my qualification and experience will meet your requirement and I look forward for an early reply at your earliest convenience.

Thanking you in anticipation.

**Anil**

# CURRICULUM VITAE

***OBJECTIVE:*** Seeking a challenging career where my technical skills and qualifications as a **Project Engineer** can be shared and enriched and make a significant contribution to organization with strong work ethics and diligence**.**

***PROFESSIONAL EXPERIENCE:***

June 2016 – till date: **ZENER STEWARD ELECTROMECHANICAL L.L.C DUBAI, U.A.E.**

Designation: **Project Engineer – Electrical**

Key Responsibilities:

* Attending regular meetings (on work progress, coordination, design, etc.) with Main Contractor and Consultant to discuss key issues related to the project and take effective corrective actions.
* Monitoring project budgets and schedule and oversee performance to ensure on time, quality and on budget project execution.
* Coordinate with the design team on all aspects of the design.
* Prepare periodic reports for management, including status of budgets, variance/change claims, schedules, disputes, up-coming activities & safety records.
* Ensure all technical aspects of the projects are strictly complied with and in conformity with the Conditions of Contract, Particular Specifications, General Specifications, Contract Drawings & BOQ
* Ensure that the health and safety requirements are provided and that they comply with authorities regulations.
* Analyze drawings, specifications and statements of work in the preparation of activity networks for project resource planning and scheduling.
* Prepare plans and schedules, status reports and performance evaluation.
* Provide program planning capabilities, including interfaces and risk analysis.
* Develop Action and Recovery plans to support program delivery on time.
* Evaluating the project documents such as Contract details, technical specifications, Drawings, Schedules & BOQ’s.
* Conducting external meetings with Clients, Consultants, and Contractors for the project details, share this to our project team in the daily internal meeting.
* Preparing materials tracking schedule, Labor plan, RFI’s, and Material submittals for final approval and starts the procurement with negotiation with suppliers.
* Review and comment on all MEP engineering related work performed by engineering consultants.
* Preparing Work Progress report, Procurement Schedule for submitting to the Main Contractor
* Maintain and manage all purchase and delivery schedules, change order processes, shop drawings, document control logs, Owner, Architect and Subcontractor correspondence.
* Preparing and ensuring the as built documents and the completed filing structures as records.

January 2010 – December 2014: **TRANSGULF ELECTROMECHANICAL L.L.C Dubai, UAE**

Designation: **Senior Electrical Engineer**

Key Responsibilities:

* Handling the principles and practices of electrical and partially mechanical related technical areas and of coordinating work with other technical disciplines.
* Involved in engineering work planning, scheduling and conducts independent work requiring judgment in the application of engineering techniques.
* Provides technical direction and assigns work to engineers and designers who assist on specific assignments.
* Ensuring that there is no deviation from the agreed scope of work and contract agreement.
* Review of design and specification and proposing for Value engineering if possible
* Preparation of shop drawings coordinating with CADD team.
* Preparation of bid tabs and technical evaluation for each suppliers.
* Resolve any technical difficulties/work interfacing arising during construction.
* Monitoring overall work progress and planning the works to meet client program.
* Coordinating for arranging training to the client for all electrical equipment’s with respective suppliers and providing client training.
* Liaise closely with the Project Manager on all commercial matters to jointly obtain maximum commercial benefit for the project.

March 2004 – April 2009: **B.K GULF L.L.C Dubai, U. A. E.**

Designation: **Electrical Engineer**

Key Responsibilities:

* Verifying the tender drawings and specification.
* Raising necessary RFI (Request for Information) for clarification.
* Selecting the materials and taking off the quantity and ordering the materials accordingly.
* Load calculations, voltage drop calculations and preparing the load schedule.
* Preparing the schematic diagram for the LV system.
* Selection of breakers and cables as per the DEWA / ADDC Regulations.
* Preparing necessary calculations like Voltage Drop calculation, discrimination analysis.
* Knowledge of LV switchgear and protection systems.
* Knowledge of Generators and Automatic Transfer Switch.
* Knowledge of Ring Main Units for the 11KV substations.
* Preparing shop drawings for DEWA / ADDC approvals.
* Knowledge of ELV systems like Fire Alarm, Emergency Lighting, Access Control, CCTV, UPS system and BMS (Building Management System) Systems.
* Commissioning of the above mentioned systems for both LV & ELV.
* Liaising through with the authorities for the approval.

### ***EDUCATION:***

### **B.E in Electrical Engineering**

### Karnataka State Open University(KSOU), Karnataka.

### **Diploma in Electrical & Electronics Engineering**.

### N.R.A.M Polytechnic, Mangalore, Karnataka, India.

### **AutoCAD Draughtsman course (3 Levels)**

### Autodesk, Carmel Polytechnic, Alappuzha, India.

### **Diploma in Computer Hardware & Networking**

### College of Computers, Cochin, India

***COMPUTER PROFICIENCY:***

* Windows •MSOffice •AutoCAD-2004-2018 • Internet and E-mail applications

***LANGUAGE SKILLS:***

* Fluent in English, Hindi, Malayalam,Tamil & Kannada

### ***PERSONAL DETAILS:***

Date of Birth : 23rd May 1981

Nationality : Indian