**Personal Info**

Email :

Rajeef-394340@2freemail.com

Hard Skills

Project Management

Expert

Site Management

Expert

Facility Management

Expert

Procurement

Expert

**Soft Skills**

Interpersonal Skills

Expert

Communication

Expert

Time Management

Expert

**Personal Data**

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|  |  |
| Date of Birth | : 09-08-1987 |
| Marital Status | : Married |
| Nationality | : Indian |
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**RAJEEF**



**Electrical and Instrument Engineer**

Goal oriented & seasoned professional with over 7+ years of extensive experience in the field of construction and maintenance. My aspiration is to join an organization that would recognize and utilize my skills and offer me a position requiring innovative and creative thinking in project management, where continuous growth and learning is the way of life.

**Experience:**

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| **02-2018** |  | **Senior Facilities Engineer,** Doha, Qatar |
| **05-2019** |  |  |
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• Manage in-house union operating engineers of multiple skills. including building engineers, electricians, painters, door specialist, HVAC technicians, and carpenters.

* Execution of FM Contracts efficiently with in the budget and ensure profitability of the same.
* Responsible for takeover and handover of the FM Contracts.

• Preparing the estimations based on site surveys for MEP renovations / refurbishment works.

• Prepare contract specific PPM procedures, PPM schedule, and resource planning.

• Prepare repair, replacement, refurbishment cost estimate, proposals and follow up with client for approvals.

• Ensures that the procurement process is in adherence to company and client requirements, company policies and procedures to ensure successful delivery of project requirements.

* Provide procurement support for Bids, and when necessary, participate in bid reviews and evaluations.
* Responsible for inventory as well as purchasing and logging receipt of all materials.
* Implement all HSE policy, Safe Operating Procedures, and Safe

Work Instructions (tool box talk) - thus preventing potential incidents at all times.

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|  |  | **Site Engineer,** Ambalamugal, Kerala, India |  |
| **12-2015** |  |  |
| **08-2017** |  |  |  |

 Managing the cost, schedule control and technical coordination with the client and project team.

* Review Engineering Design in compliance to Clients Requirements.
* Ensure installed electrical devices meet standards of National

Electric Code.

 MTO Preparation, Detail Engineering of Cable Trays &Trenches for Cable Routing,

 Review Procurement is in Accordance with the approve requirements within Project Specification and client’s

requirements.

 Provide material take off as per project requirements.

* Evaluate daily job safety analysis and work permit



**Technical skills**

MS OFFICE SUITE

AUTO CAD

BMS

CAFM

**Certifications**

BMS Training certificate.

Fire & Safety Training certificate Industrial Automation Engineer (PLC &DCS)

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| **10-2013** |  | **Site Engineer,** Abu Dhabi, UAE |
| **10-2015** |  |  |



* Review and coordinate design drawings and specifications to ensure compliance with project requirements.
* Assembly, Wiring and Testing of Control Automation, Telecom and Power distribution panels.
* HVAC Control Panel Installation & Integration with BMS/Fire Alarm Systems.
* Identifying and resolving technical problems in construction and maintenance
* Coordinate with project heads/engineers deputed at site regarding services works.
* Identifying and resolving technical problems in construction and maintenance.
* Guide the QA/QC electrical team for proper Maintenance, installations &amp; material inspections.

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| **05-2011** |  |  | **Assistant Instrument Engineer,** Kerala, India |  |  |
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| **05-2013** |  |  |  |  |

* Assist in effectively organizing all maintenance related documents.
* Hands on experience in installation, commissioning and maintenance of all field instruments and planning of day to day maintenance activities.
* Loop checking of field instruments, electronic and pneumatic instruments.
* Calibration, Servicing and maintenance of all types Pneumatic & Electronic Pressure, Flow, Level, Temperature Transmitters, Records & Controllers (I/P, P/I, R/I, Regulators).
* Breakdown maintenance and continuous improvement activities of Electrical & Instrumentation.
* Trouble shooting of process measuring instrument and final control element.
* Active involvement in DCS commissioning.
* Planning and scheduling of works at each stage, preparation of work schedule, Monthly Plan, Monitoring Production weekly basis, overall supervision, and monitoring plant operations etc.
* Preparation of Purchase requirements of materials, report for dispatched materials etc.
* Ensure timely close out of HSE Action taken Reports, NCR’s.



**Education:**

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| **2006 -2010** | **BE- Instrumentation and Control Engineering, Anna University** |
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**DECLARATION:**



I hereby declare that all the information given above are true and correct with the best of my knowledge and I bear the responsibility of the above mentioned particulars.

**Rajeef**