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**SHAZIA**

**Email:** [shazia.23093@2freemail.com](mailto:shazia.23093@2freemail.com)

**Personal Details:**

**Date of Birth** : April 10, 1981

**Marital Status** : Married

**Objectives:**

To obtain challenging and responsible position in an organization wherein I contribute to the successful growth of an organization using my abilities and knowledge. "There is always a better way of doing things" is the common belief.

**Educational Qualification:**

Qualification : **M.TECH. Electrical Engineering (Instrumentation& Control) completed in 2005**

**(Gold Medalist)**.

College : Aligarh Muslim University Aligarh (AMU).

Qualification : **B E Electrical Engineering completed in 2003**.

**(Gold Medalist)**.

College : Aligarh Muslim University Aligarh (AMU).

Qualification : **Diploma in Electronics Engineering completed in 1999.**

**(First Div, Honors)**

College : Aligarh Muslim University Aligarh (AMU).

**Experience Details:**

* Total **13** years’ experience in Power Distribution & Maintenance.
* **9** years’ experience working various wings of the Power Development Department of J&K State Government.
* **2** years’ experience working as a Lecturer at National Institute of Technology, Srinagar, J&K.
* **1** years’ experience working as Scientific Officer in the CSIR Project at the Department of Electronics Engineering, Aligarh Muslim University, Aligarh, U.P. India.
* **1** years’ experience working with Urban Distribution Division of Hydel Inspection House, Aligarh,U.P. India.

**Summary of Experience:**

* **10 Years’ experience working in Power distribution and maintenance.**
* Good organization, teamwork and leadership skills.
* Knowledge of procurement and material management.
* Review works executed and ensure quality of work. Review material purchase orders and obtain approval on material prior to placement of order Prepare change order and negotiate with client for approval. Prepare program for Electrical Commissioning and ensure successful handing over.
* Knowledge of Inspection and supervision of electrical metering installation that includes replacement of traditional electricity meters with smart meters, modification of direct connected meters to CT operated metering, testing and commissioning.
* Knowledge to collect and analyze data of disturbance and other off normal events on the power system to determine their root causes.
* Knowledge of inspection and supervision for installation of all Electrical & Instrumentation related equipment located in substations requirements and specification. Plan, supervise and execute the routine / periodic and emergency maintenance activities related to distribution substations of different ratings.
* Repair, testing and pre-commissioning of distribution transformers.
* Manage transmission line cable assets by ensuring asset quality through creating and updating database for the same, with the objective to efficiently track equipment condition, performance, propose refurbishment plans, procure spares etc. for the optimum utilization of assets and to enhance the system reliability and cost effectiveness. Maintain the transmission cable abnormality database to get up to date information regarding the availability of equipment, condition, performance, failures with cause analysis and corrective and preventive action etc. in line with PDDs strategic objective.
* Responsible for the coordination and planning of work for team of 30 people on day to day basis.
* Good knowledge and better understanding of **power distribution, metering, procurement and material management, preparation of reports and estimates.**

**Professional Experience:**

**Duration:** April 2007 till present.

**Position:** SeniorTechnical Manager

**Organization: Power Development Department** is one of the Department of Jammu & Kashmir state Government responsible for all functions related to transmission and distribution of electric power in state. The generation sector is looked after by Jammu & Kashmir State Power Development Corporation, which was carved out of PDD in year 1995.

Various wings of PDD are looking after T & D related activities in these regions as:

1. Elect. Maintenance & Rural Electrification Wing.

2. System & Operation Wing.

3. Planning & Design Wing.

4. Procurement & Material Management Wing.

5. Commercial & Survey Wing.

6. TTIC Wing (Training, Testing, Inspection & Commissioning Wing.

**Responsibilities:**

* **Stores (Procurement and material management)**

The procurement process is monitored through following stages:

* Floating of tenders after compilation of tender documents incorporating therein all necessary details like terms & conditions, technical specifications and other details necessary for qualification of tenders.
* Giving wide publicity to the NIT through print and electronic media including sending the NIT to leading manufacturers.
* Receipt of tenders on due date and keeping them in safe custody till opening.
* Opening of technical bids. Processing of technical parameters after comparing them with NIT specifications to ascertain which tenders qualify for opening of price bids. Across the table discussions by tender -opening- committee for opening of price bids in presence of bidders or their authorized representatives.
* Processing of the complete case. Its evaluation in terms of financial & technical implications. Dispatching the complete case to financial organization for pre-check for comments and observations regarding financial aspects.
* Thus, whole process of procurement action is monitored till it reaches its logical end.

* **IT based Customer Care and Data Centre Operations.**

In IT wing PDD I have worked on 17 different modules: -

**1)** Metering**. 2)** Billing.**3)** Collection.**4)** Meter Data Acquisition.**5)** Energy Audit.**6)** New Connection.

**7)** Disconnection and dismasting.**8)** GIS based integrated network analysis module.

**9)** Centralized customer care service.**10)** Management information system/ BI.

**11)** Web self-service.**12)** Identity and Asset Management system **13)** Work and asset management.**14)** System security requirement.**15)** Development of commercial data base of consumers**16)** Maintenance Management.**17)** Document Management System.

* **Metering**

The electrical connection to every house, factory, business establishment, shop and institution requires an electricity meter to record the energy consumption. The electricity supplier raises a bill based on data collected from the energy meter and then collects the revenue. Energy metering is therefore an integral part of revenue realization and the correct installation of meters is essential.

Our metering system installation services cover the erection and commissioning of a wide range of meters for consumers, distribution systems and substations, including the installation of CTs and VTs.

* System metering installations at various levels of the power system, including boundary metering, feeder metering, and DT metering.
* Consumer metering applications for three-phase HT/LT bulk consumers, single-phase and three-phase LT consumers and payment systems.
* Installation of communication systems for remote meter reading (RMR) and data acquisition systems using low-power radio (LPR), GSM/GPRS modems etc.
* **Commercial & Survey Wing.**
* Power Purchases
* Scheduling at merit order.
* Power arrangements under exchange with other states and agencies.
* Setting up maintenance & operations of communication network between different grids & power houses.
* Enforcement of power curtailments as per schedule for maintaining of strict grid discipline.
* Managing operations of the SLDC & Sub LDC.
* Testing of electric protection for all electric installations.
* Installation of electric meters to different industrial sites.
* **EM and RE Wing.**
* Overall distribution at 66 & 33kV level & below.
* Setting up, maintenance & operations of 33/11 kV Sub-transmission system.
* Setting up, maintenance & operations of 11kV/440V distribution system.
* The billing of energy to consumers & collections.
* The face of PDD in dealing with individual consumers.
* Inspection, quality control, performance monitoring, safety, reporting and documentation of the field electrical works and installations.
* **Distribution Substation Maintenance Section:**
* Fabrication of LT/HT coils of distribution transformers of different ratings varying from 25kVA to 630kVA.
* Heat treatment of LT/HT coils to required meager value.
* Reassembling of these LT/HT coils, core laminations and finally placing of core in the transformer tank.
* Filtration of Transformer oil to proper value.
* **Preparation of Reports:**
* Preparing monthly damage reports showing the details of damaged transformers and the repaired ones along with the pending status.
* Preparing the reports showing the cost incurred in repair work substation wise and the total cost as well.
* Maintaining the record of material received and utilized in carrying out the repair work.
* Verification of contractor bills for repair of damaged distribution transformers.
* Preparation of report for distribution substation maintenance section like.
* Peak load report of distribution & OHL substations.
* Monthly maintenance report of substations.
* Cable faults in LV, 11kV and 33kV network.
* Monthly report of preventive maintenance for 11/ 0.433 kV network equipment like RMU, 11/0.433kV distribution transformers, LV distribution feeder pillars, 11kV OHL circuits.
* Monitoring the progress of different groups performing the maintenance work.
* Updating the data of newly added substations in the network.
* Annual planned maintenance programme for 33kV & 11kV network.
* Maintain a centralized database related to all transformers & associated equipment in the Transmission System, with objectives to efficiently track equipment condition & performance, propose refurbishment plans, procure spares etc for the optimum utilization of assets and coordinate the condition monitoring activities within the guide lines of service level agreement & departmental quality procedure.
* Transfer and share knowledge with colleagues and subordinates to support Corporate Excellence. Follow and adhere to the OH&S Management System Manual as per FEWA's safety standards.
* Monitoring performance of equipment’s, failures and field complaints and to maintain comprehensive database to enable analysis and review of Reliability Centered Maintenance program.
* Initiating procurement action for Capital items and coordination on implementation of capital and developmental projects that are meant for improving overall performance of the substation equipment’s in service.
* Training of subordinate staff by identifying the training requirements to make the workforce capable of performing their job satisfactorily and complying with FEWA safety rules.
* **Preparing of estimates** showing the material and labor cost involved in repair work of distribution transformers and also for different maintenance work carried on LV network.

**Duration:** Aug 2005- April 2007

**Organization:** National Institute of Technology, Srinagar.

**Position:** Lecturer.

**The National Institute of Technology**, Srinagar commonly known as NIT Srinagar (an Institute of national Importance) is a public engineering institute located in Srinagar, J & K and an engineering institute of North India, along with other NITs & IITs of India. It is one of the 30 NITs in India and as such is directly under the control of the Ministry of Human Resource Development (MHRD).

**Responsibilities:-**

* Conducted theoretical and practical classes of Control System Engineering & Power System courses of 6th& 8th Semester B.Tech Electrical Engineering.
* Conducted practical classes of Basic Electrical Engineering Course of various branches of 1st Semester B.Tech.
* Conducted theoretical classes of Control System Engineering of M.Tech 2nd Semester.
* Setting of Examination Papers and assessment of answer sheets of various branches.

**Duration:** August 2004-August 2005

**Organization:** Council of Scientific and Indian Research.

**Position:** Scientific Officer.

**Responsibilities:-**

* Conducting experiment on various oils with varying percentages of saturated and unsaturated fats and observing variation of their R, L and C parameters with frequency.
* Preparing reports quarterly showing the effect of percentage of different fats on R, L and C parameters of different oils.
* Design an apparatus that can be used to detect the adulterants in various oil blends.

**Duration:** August 2003-August 2004.

**Company:** DakshinanchalVidyutVitran Nigam Ltd. (DVVNL).

**Position:** Trainee.(At 33/11kV Receiving station, Jamalpur Aligarh, U.P.India.)

**DakshinanchalVidyutVitran Nigam Ltd. (DVVNL)** is responsible for power distribution in the 21 districts of Uttar Pradesh. DVVNL is a subsidiary company of Uttar Pradesh Power Corporation Ltd (UPPCL). UPPCL is responsible for planning & managing the sector including transmission, distribution and supply of electricity.

**Responsibilities: -**

* Maintaining the logbook of the receiving station, in which voltage, current, power factor of different feeders is noted on hourly basis.
* Periodical checking of power transformer winding temperature, insulating oil level etc.
* Correction of zero error and other errors if any in different meters.

**Professional Affiliation:**

* **Associate member of The Institution of Electronics & Telecommunication Engineers (IETE), 2 Institutional Area, Lodi Road, New Delhi.**

**Skills & Activities:**

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| Teamwork and Management | * Effectively managed and participated in teams to ensure efficiency in Power Development Department and to reach target specifications while ensuring   compliance to pre-set quality parameters.   * Worked in mixed-skill level, remote distributed teams with tight deadlines. * Manage three groups comprising of 10 people responsible for various maintenance work of electric network and also bring the data for annual planned maintenance of 11kV/0.433KV network equipment. |
| Leadership and Communication | * **Currently managing a team of engineers, 3 computer operators and sub-divisional clerks, directing, mentoring and constantly training them to keep pace with the changes happening in the organization.** * Confident and articulate speaker. * Delivered various project presentations and seminars during my study period to large gathering. |
| IT Skills | * MS-DOS, MS-Windows XP * Assembly, BASIC, FORTRAN, C and MATLAB. * dBase III Plus. * MS-Power Point, MS-Word, MS-Excel, Visiotech, PageMaker 6.5, COREL DRAW5, Photoshop5, Auto CAD. |
| Accountancy knowledge | * Passed Assistant Engineer (Accounts) Departmental Examination Conducted by Jammu & Kashmir Public Service Commission, Srinagar, November 2009. |
| Languages | * English, Arabic, Urdu and Hindi |
| Driving license | * **UAE (Dubai)** |
| Interests | * Reading Islamic Literature * Sports – Badminton, Swimming. |

**Projects:**

* Design of overhead transmission line that can transmit a power of 90MW over a distance of 210 km at a power factor of 0.85(lagging).
* Analytical Quick Test Systems for Determining the Composition of the Oil Blends.
* Design and fabrication of auto cut stabilizer, audio amplifier and AstableMultivibrator
* Regulation in physiological control systems.
* Modeling of a closed-loop regulation in physiological control systems mainly Cardiovascular and Diabetic control.

**Extra – Curricular Activities:**

* Participated in All India Symposium On “**Recent Trends In Power Generation, Transmission & Distribution Systems**” on April 18 & 19, 2004, at Z.H.C.E.T, AMU, Aligarh.
* Presented a paper on “**Cardiac output and its regulation**” in the national conference held on 5-6 Feb,2005 in Electronics Engg Department AMU Aligarh.
* Attended a Symposium on “**Signal Processing and its applications**” on 19th Feb in Electronics Engg Department AMU Aligarh.

**Awards & Scholarships:**

* **2005-2006 --**Awarded **Gold Medal** for standing **Ist**in **M.Tech. (Electrical Engg) from Aligarh Muslim University, Aligarh, India.**
* **2004-2005 --**Fellowship from **Council of Scientific and Industrial Research** (CSIR), New Delhi, India.
* **2003-2004 --**Awarded **Gold Medal** for standing **Ist** in **B.E. (Electrical Engg) from Aligarh Muslim University, Aligarh, India.**
* **2001-2003** --Merit scholarship of Central Wakf Council, J&K, India.
* **1999-2003 --**Merit scholarship of Z.H.C.E.T, A.M.U, Aligarh.
* **1996-1999 --**Merit Scholarship of Women’s Polytechnic, A.M.U. Aligarh.