**MONISHA**

**Email:** **monisha.388173@2freemail.com**



**Career Overview**

Performance and result driven Electrical Engineer with good project management skills. Professional expertise includes planning, design, implementation and technical documentation.

**Technical Highlights**

* Project Management & Planning Engineer
* Quantity Surveyor
* AutoCAD Professional
* Estimation and Costing
* Operation and Maintenance of Electrical Substation

**Academic Qualifications**

* Bachelor of Technology in Electrical and Electronics Engineering with high distinction
* Master of Business Administration(MBA)

**Professional Experience**

**QA/QC Coordinator**

July 2014 to Feb 2017

**Six Sigma Middle East Constructions -**UAE

* Review engineering drawings and specifications to take off quantities for electrical and mechanical works from drawings.
* Quantity extraction from AutoCAD drawings using tools like data extraction, quick select, layer isolation etc.
* Preparation of excel reports to be used for procurement and material submittal.
* Preparing comparison statements for the quotations.
* Quantity take-off for construction projects including ADNOC petrol stations.
* Coordinating material & drawing submittals and follow-ups.
* Preparation of material requests, placing orders, coordinating material deliveries and distribution in work sites.
* Maintaining logs for Inspection Testing Request(ITR), Material Verification Record(MVR), Material Submission & Drawing Submission.
* Preparation and submission of work progress report on daily basis.

**Project Engineer**

Apr 2013 to Mar 2014

**Reecco Energy India Pvt .Ltd-**Kerala,India

* Planning, Designing and Implementation of solar photovoltaic systems, support structures, solar panels, modules, batteries and electric power generation units for residential and light commercial use
* Administer solar energy projects and implementation of commercial solar electric systems
* Cost estimation, budget development, and cost control for the projects
* Prepare and maintain project schedules in compliance to timeframe and budget
* Providing Technical support to the project team and wider regional teams
* Perform research on best techniques and strategies to provide full support in all phase of the project
* End-to-end project administration

**Project Engineer**

June 2010 to Mar 2013

Classic Technologies**-** Kerala, India

* Manage sales and services of online-offline UPS, Inverter, Tubular Batteries, Solar Water Heater, Solar Lighting System etc.
* Provide Technical support to customers regarding products, operations, maintenance and services.
* Planning, coordination, and resource management for all projects.
* Coordinate procurement, installation and execution of contracts.
* Cost estimation, budget development, and cost control for the projects.
* Providing technical support to the project team and wider regional teams.
* Client coordination, interaction and project documentation for all projects.

**Assistant Engineer**

Nov 2009 to Jun 2010

**KSEB** − Kerala, India

* Operation and maintenance of 110 kV Substation equipments including switching operations and replacement of faulty equipments
* Operates and performs routine maintenance of Substation equipments such as electrical switch gears ,transformers ,instrument transformers, control and relay panels
* Operate energized high and low voltage electrical power transmission systems following strict procedures and safety requirements
* Review station log book and Substation Operating Manual
* Interact with the public
* Periodically inspect station equipments, including power transformers, circuit breakers, yard etc
* Take action to correct abnormal conditions or notify others concerned with the condition

**Apprentice Trainee**

Nov 2008 to Nov 2009

**KSEB**  − Kerala, India

* Handling tender enquiries and processing tender submissions for various Electrical works
* Cost estimation and budget development for the projects
* Maintains the daily log of Substation feeders & Transformers
* Dealing with operation and maintenance of high power electrical equipments like transformers, circuit breakers, current transformers, potential transformers etc..