

## Curriculum Vitae

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### CAREER OBJECTIVE

Seeking Challenging Career in Switchgear Manufacturing to get a position responsibility, using my skills and efficiency to communicate my ideas and views and commit myself to achieving organizational objectives with the team effort and my positive attitude and performance, hardworking, dedicated and highly motivated professional, combined with leadership skills and extensive knowledge of planning, production, procurement, Contracts, QA/QC, logistics and store Management. Looking to fill the position where my skills can be asset to the company.

### EXPERIENCE IN GCC – 13.1 YEARS

Organization	M/S. TESLA POWER CONTROL SWITCHGEARS MANUFACTURING LLC, DUBAI - UAE
Role	HEAD OF PRODUCTION, PROCUREMENT, LOGISTICS AND STORES MANAGEMENT
Duration	03.10.2016 to 24.09.2020
Year of exp.	4 Years
Organization	M/s.SWITCHGEAR INTERNATIONAL W.L.L, DOHA – QATAR.
Role	SENIOR PLANNING & PROCUREMENT ENGINEER
Duration	01.10.2015 to 31.07.2016
Year of Exp.	10 Months
Organization	M/s. ETA-PCS. SWITCHGEAR MANUFACTURING COMPANY L.L.C, DUBAI - UAE
Role	CONTRACTS, ESTIMATION, QA/QC AND SUPPLY CHAIN MANAGEMENT
Duration	18.12.2008 to 24.08.2015
Year of Exp.	6 Years & 8 Months
Organization	M/s. ETA-PCS. SWITCHGEAR MANUFACTURING COMPANY L.L.C, DUBAI - UAE
Role	ELECTRICIAL ASSISTANT
Duration	16.10.2003 to 05.06.2005
Year of Exp.	1 Year & 7 Months

## PRODUCTION HEAD (CONTROL & RELAY PANELS)

To work as a production Head at "TESLA POWER CONTROL SWITCHGEARS," and lead the production department to ensure daily processes and equipment are installed, maintained, and operated safely, and efficiently.

### **Summary of Skills:**

1. Planning and organizing production schedules.
2. Organize workflow to meet specifications and deadlines
3. Assessing project and resource requirements
4. Good people management skills and management of staff
5. Estimating, negotiating and agreeing budgets and timescales with clients and managers.
6. Ensure all employees follow industry standard health and safety guidelines
7. Determining Quality control standards
8. Overseeing Production process.
9. Re-negotiating timescales or schedules as necessary
10. Determine amount of necessary resources (workflow, raw materials etc.)
11. Selecting, Approving and purchasing materials.
12. Organizing the repair and routing maintenance of production equipment.
13. Supervising the work of Junior Staff.
14. Establish the workflow policies that enhance speed and efficiency without compromising product safety or integrity.
15. Organizing relevant training sessions.
16. Monitor production to resolve the issues
17. Supervise and evaluate performance of production personnel (Quality Inspectors, workers etc.)
18. Provide motivation, support and guidance to all employees.
19. Approve maintenance work, purchasing of equipment etc.
20. Ensure output meets quality standards
21. Report to Top Management
22. Strive to reduce expenses and increase productivity across all product lines.
23. Set ambitious production goals and communicate them to key personnel.
24. Communicate any problems or obstacles to senior management.
25. Handle logistics, warehousing and stock of raw materials using in production.
26. Manage all teams within production department (Contracts/leave/pay)
27. Create and implement organizational / production changes on an operative level.
28. Focus on growing business and revenue by implementing necessary changes to product / production line to enter new markets or grow existing territories.
29. Excellent communication, numeracy and computer literacy skills.
30. Identifying problems and implement preventative strategies to minimize risk.
31. Being able to develop good working relationships and trust with various teams.
32. Strong problem-solving skills, analytic ability and be very detail- oriented.
33. Working well with many different departments and external suppliers.
34. Implement cost control programs.
35. Ensure efficient collaboration and co-ordination between relevant departments including procurement, distribution and management.

## QA / QC – ROLES AND RESPONSIBILITY

1. Provide scheduled plan and allocate work task to QC inspection team and ensure the team is working at highest level concentrating on quality of control and relay panels (CNR).
2. Oversee the Quality Inspection & process for CNR panels and ensure the product quality is in line with approved drawings/customer requirements and specification requirements at every stage of product assembly.
3. Submission of Quality inspection report to production team on time.
4. Prepare and submit DDR report to procurement team for the defect material identified during in process inspection.
5. For any clarification RFI shall be raised to the concern and obtain the response.
6. Make ensure the materials used for product assembly are with zero defects.
7. Submit the internal test reports to projects team on time.
8. Any kind of quality issue raised during production are controlled via proper analysis and solution provided without halting the product assembly.
9. Leading FAT (Factory Acceptance Test) and perform witness to customer.
10. Obtain customer satisfaction report from customer for all projects and measure the customer feedback in customer analysis survey register and also ensure complying the customer requirements before delivery.
11. Monitoring DDR Reports against defect / incorrect specified material and insist for corrective and preventive action from supplier.
12. To prepare and submit the inspection test plan and test procedure in sequence with the relevant project requirement.
13. Provide on job training to QC inspection team for any process improvements or past quality failures.
14. Responsible for Reduction of common FAT comments for upcoming projects via incorporating previous FAT comments in quality check list.
15. Coordinate with Projects and Design team and ensuring the product manufacturing are as per customer specification/requirement.
16. Participating in production meeting and executing the jobs as per planned schedule to achieve management goals & targets.
17. Execute the specific inspections on materials, equipment and construction/installation activities on site.
18. Issues the relevant Quality Records and, when necessary, writes and sends to QC Supervisor non-conformances reports.
19. Performs all relevant loop checks.
20. Updates as built drawings.
21. Performs punch-listing operations.
22. Performs visual inspections, dimensional test, checks rating and material for connection.
23. To ensure and follow-up for instrument Calibrations.
24. Checks installation of instruments.
25. Verify special processes and the relevant workers' qualifications.
26. Witness the tests, controls and inspections carried out.
27. Check conformity with the Quality Control Plan, obtain the relevant documentation, check procedures and equipment to be used in tests, controls and inspections, manage documents certifying tests, controls and inspections.
28. Ensure the correct implementation of the approved Inspection Test Plan.

## PROCUREMENT

1. Enquiry floating to supplier based on inputs from projects.
2. Strong negotiation skills and get the best price from supplier.
3. PO processing and acknowledgement receipt from supplier with favorable commercial terms.
4. Revised order confirmations get from supplier, if any changes / deviation from ordered items.
5. To follow and get the delivery date with supplier once we given the manufacturing clearance.
6. To follow finance team to process the advance payment if any applicable on the commercial terms.
7. Tracking and following the shipment readiness to receive from supplier on time to avoid the delay.
8. If NCR, DDR & SDR it will be address to concern supplier and get the replacement.
9. To follow and get the replacement against NCR defect materials / Credit note.
10. Communicate to store in-charge once get the material delivery notification from supplier.

## LOGISTIC CO-ORDINATION

1. Mode of shipment will be confirmed based on weight and volume/ Project delivery requirement.
2. To Co-ordinate with material supplier and get invoice, packing list & COO documents.
3. Invoice and packing list sharing to various freight forwarders and get the quote for sea / Air.
4. Forwarders will be finalized once made the price comparison to arrange material collection
5. Mode of shipment will be finalized based on project urgency / requirement.
6. Duty exemption process will be initiated based on shipment value.
7. Packing list, Invoice and Country of origin certificate duly attested by chamber at supplier origin to process the duty exemption.
8. Custom duty exemption will be arranged once dispatched the shipment.
9. Shipment related documents need to be share with freight forwarder and get the Origin agent details.
10. To co-ordinate with supplier and freight forwarder to dispatch the shipment smoothly.

## STORE MANAGEMENT

1. To ensure the material receipt, Quantity and part reference in line with the purchase order.
2. To submit the documents to Quality for physical verification once verified item and quantity.
3. Original documents (Invoice, delivery note etc) submit to Account and get the acknowledgement once Completed QA/QC verification and cleared the materials.
4. To allocate the received materials job wise / material storage allocated area.
5. Material issue to production based on Material requisition issue against project.
6. Ensure the system entry (AX system) for issued materials.
7. Report submitted to accounts project wise to match the received / issued materials.
8. Stock taking yearly once or twice based on management request.
9. Stock material status will be updated quarterly for project requirement.
10. DDR / NCR & SDR materials to be allocated separately.
11. Consumable material ordering will be initiated based on stock availability.

1. Activity and resource planning to meet the deadlines.
2. Organizing and motivating a project team.
3. Controlling time management.
4. Define Activity, Sequence Activity, Estimate the duration of activity, Develop and maintain a Schedule.
5. Analyzing and managing project risk.
6. Execution plan generated based on site readiness schedule.
7. Project progress review Meeting with customer weekly basis.
8. Monitor project progress and set the deadlines.
9. Project Execution and controlling within the budget set by Management.
10. Weekly review meeting with testing team to ensure the site work process.
11. Test equipment's and tools to be arranged based on site requirement.
12. Toll box talk to be conducted for engineers and technicians day to day.
13. To ensure and complete the Testing & commissioning work on time as scheduled.
14. To follow and get the Monthly test reports signed by customer.
15. Monthly invoice submit to customer with follow up for payment approval.
16. Project work progress reports submit to Management monthly basis.

**PROJECT EXPERIENCE UTILITY WISE**

**A. UAE REGION**

**DEWA PROJECTS**

1. 400kV Dubai Janoub substation (Control & Protection Panels)
2. 400/132kV Dubai Janoub substation (Marshaling cubicles)
3. 132/11kV Meadows Protection Panel.
4. 132/11kV Eskan Awir Protection Panel, Busbar protection, Fault Recorder Panels
5. String Combiner Box (LSTA)
6. 132/11kV Marina Harbor (Protection Panel, Busbar Protection, Automatic Voltage regulator and Fault Recorder Panels.
7. 132/11kV SEYAHIST (Protection Panel, Busbar Protection, Automatic Voltage regulator and Fault Recorder Panels.
8. 132/11kV Dubai Canal (Protection Panel, Busbar protection, Fault Recorder Panels.
9. ODASCO – Supply of String combiner box.
10. Al Makthoum International Airport Supply of RTU Cabinet.

**FEWA PROJECTS**

1. 33/11 kV Vopak Horizon Common Control Cubicle and RTU Panels.
2. 33/11 kV FEWA 83E Common Control Cubicle and RTU Panels.

**ADNOC PROJECTS**

1. 132/11kV Qushawira modification project (33kV Protection Panel)
2. Bab integrated facility oil and gas project testing & commissioning activities.
3. 33kV HALIBA Project Protection Panels.
4. 33/11kV Berkley supply of RTU Panels.
5. 33/11kV HALIBA Project Al Dafra Protection Panel.
6. Supply of Pilot Wire Termination Cubicle ENOC.

## **B. OMAN REGION**

### **OETC PROJECTS**

1. T12/2018 - 132/33kV Al Khoudh Grid Station Supply of 132/33kV Control & Relay Panels

### **MEDC PROJECTS**

1. T23/ 2018 United Engineering Projects Combined Control & Relay Panels.
2. T11/2017 Ray International, 33/11kV Protection Panel & SCADA Marshaling Panels.
3. T09/2017 ONEIC Combined Control & Relay Panels.
4. T10/2017 ONEIC Combined Control & Relay Panels.

### **MZEC PROJECTS**

1. 33/11kV Ghantoot (T60/2017) Combined Control & Relay Panel.
2. 33/11kV ONEIC (T62/2017) Combined Control & Relay Panel.
3. 33kV Ray International (T34/2017) Control & Relay Panel and Tariff Metering Panels.
4. 33/11kV BEC (T22/2017) Protection Panel & SCADA Marshaling Panels.

## **C. SAUDI ARABIA REGION**

1. 220/132/11.5Kv Aluminum Bahrain Project Supply of Server and MIMIC Panel.
2. 220/132/11.5Kv Aluminum Bahrain Project Supply of Protection Panels & SCMS Panels 220kV ALBA PDS Extension.
3. BANGAS Schneider PMS Cabinet & Communication Panel.

## **D. SOUTH AFRICA REGION**

1. Supply of Tariff Metering Panels with Secure Meters

## **E. IRAQ REGION**

1. 400/132kV Supply of Energy Metering Panel, Outstation Panel, VT Box and Scada Marshaling Panel with General Electric Grid Solutions.

## **F. QATAR REGION**

1. 33kV Rasgas Annunciator panel & Elcis Panel with Schneider Electric.

1. General Arrangement drawings review and evaluate with component arrangement.
2. Manufacturing clearance providing effectively.
3. Problem solving skills.
4. DEWA, FEWA, MEDC, MZEC, OETC specifications.
5. Selection of Electrical connectivity and accessories as per specifications.

## EDUCATIONAL BACKGROUND

- **Diploma In Electrical and Electronics Engineering (2005 – 2008)**

With an aggregate of 78% marks with **First Class Honors** at Senthil Andavar Polytechnic, Tamil Nadu, India.

## CERTIFIED COURSE

- MS OFFICE
- AUTOCAD 2008
- Person In –charge of work (PICW) Training (certificate issued by M/s.ABB valid up to 01.02.2023)

## SKILLS DEVELOPED

- Ability to work on multiple tasks along with the team
- Ability to make proper correspondence and meeting the Deadlines
- Ability to finish the given task within the desired time frame.
- Planning and organizing skills
- Proactive Thinking & Taking Initiative.

## UAE DRIVING LICENSE

Driving License No	:	2025938
Date of Issue	:	17.04.2014
Date of Expiry	:	17.04.2024

## PERSONAL PROFILE

Date of Birth	:	16 <sup>th</sup> November 1983
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Married.
Languages	:	English, Hindi, Tamil. Malayalam
Passport No	:	U 8765197
Date of issue & Expiry	:	12.10.2021 – 11.10.2031
Place of Issue	:	Madurai

Permanent Address : 48/166.A Kadhar Mohaideen Pallivasal Street, Pettai  
Kadayanallur – 627751, Tenkasi –District, Tamil Nadu, India.

**SELF DECLARATION:**

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.

**Yours Sincerely,  
(Nizar Mohamed)**