

Sangeetha .S.Kumar

Electrical Engineer

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OBJECTIVE

A position in esteemed organization to utilize skills and abilities while being resourceful, innovative and flexible for the growth of organization besides acquiring improvement in professional skills.

PERSONAL QUALITIES

- Helpful and highly motivated with the ability to prioritize workloads and to work with strong and minimal supervision.
- Possess the analytical abilities and technical skills necessary for engineering innovative designs and applications.
- Good attention to detail-ability to work to deadlines.
- Willingness to learn new strategies anytime and every time.

ACADAMIC RECORD

GRADUATION B.E (Electrical & Electronics) (2005-2009)

Institution : .Park College of Engineering & Technology
University : Anna University.
Percentage : **65%**.

HIGHER SECONDARY (2002-2004)

Institution : D.B.H.S.S Cheriyanadu.
Board : State Board.
Percentage : **75%**.

SECONDARY (2002)

Institution : M.A.M.E.M.H.S.Ernakulam
Board : State Board.
Percentage : **78%**.

COMPUTER PROFICIENCY

C, C++, MS office, Maximo, AutoCAD.

WORK EXPERIENCE: 9 years

Worked as a Technical Office Engineer in KBE Gulf for 7 years.

Responsibilities:

- Responsible for the accurate processing of submittals in order to ensure the correct products and materials are compliant with industry standards, specifications, building codes, and design instructions.
- Study the project documents including drawings, specifications, BOQ (Bill of Quantity), RFI (Request for information), correspondence...etc. to take into consideration all the project details during execution.
- Plans, directs, and coordinates manufacturing processes in industrial plant.
- Maintains product and company reputation by complying with federal and state regulations.
- Provides engineering information by answering questions and requests.
- Coordination with Consultant and MEP Contractors to resolve project challenges and conflicts.
- Presenting designs, samples and/or final work to customers for evaluation and Follow up for the material submittals with the CTO and communicate with the consultant to obtain the approval.
- Responsible for regularly updating the “Vendors List” of manufacturers and suppliers.

Worked as a Technical Assistant in Etisalat for 3 month

Responsibilities:

- Scheduling Preventive maintenance and tracking Maintenance records of telecom sites.
- Preparation of Management report.
- Maximo-data base preparation and updating of telecom sites.

Worked as a Technical Officer Engineer in RAMBOLL IMI SOFT for 2 years.

Responsibilities:

- Responsible for Preparing Technical submittals.
- Generating Technical reports based on Electrical Acceptance tests and prepare project records with details such as field progress, field conditions, equipment use and corrective actions for entire contract work.
- Evaluates electrical systems, products, components, and applications by designing and conducting research programs; applying knowledge of electricity and materials.
- Prepare monthly report on progress of assigned project with assistance of schedules, costs spreadsheets and perform analysis on same.
- Coordinating site Engineers and Supervisors for day-to-day activities.
- Accountable for Planning & scheduling of the telecom sites.

Worked as a Customer relationship officer in JRG International for 3 months.

Responsibilities:

- Responsible to interact with company’s customers to provide them with information to address enquiries regarding products and services.
- Help to resolve any customer complaints and assist customers in opening an account.

REFERENCE

Mr. Arun R.Pillai,
Senior Mechanical Engineer, KBE Gulf LLC.
Email: arunp@kbegulf.com
Ph no: 00971501800127

PROJECT WORKS UNDERTAKEN

DIGITAL DRIVING SYSTEM USING CAN

Platform : Microcontroller
Tools : controlled area network
Duration : 6 months

Description: Vehicles are undergoing dramatic changes in their capabilities and how they interact with drivers. Vehicle control depends completely on the cooperation between the driver and in-vehicle information system by interactive communication through CAN.

HOBBIES

- Listening to Music
- Reading Books

PERSONAL DETAILS

Age : 34 years
Date of Birth : 15-07-1986
Husband Name : Girish Sasidharan Nair
Nationality : Indian
Religion & Caste : Hindu, Nair
Visa Status : Employment Visa
Phone Number : + 971508141701
Languages Known : Malayalam, English, Hindi, and Tamil

DECLARATION

I hereby declare that all the above-furnished details are true to my knowledge.

Place: Sharjah

Date:

(Sangeetha)