

CURRICULUM VITAE

AMIT KUMAR SINHA



Permanent Address:

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State: - Jharkhand (Postal Code: - 828404)
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Profile:

Qualified Electrical & Electronics Engineer with total of 5 years of proven work experience in Construction Company in the area of technical, inspection of electrical items, budget, online ordering electrical items and repairing works with ARCHIRODON CONSTRUCTION COMPANY in Ras Al Khaimah-U.A.E. Process excellent verbal and written communication skills, ability to deal with people and analytical skills.

Professional Experience:

Organization: Archirodon Construction Company
Duration: Since June 2013 to December 2017.
Designation: Electrical Engineer (Full Time – Permanent)

Archirodon, a large diversified international contracting organization, was established in **1959** in the business of Marine & offshore. Infrastructure , Ports , harbors ,break water, Offshore pipelines ,intakes, outfalls , Dredging , Reclamation , Bridges , roads, Jetties terminals,offshore structures & Pumping stations.My Resposibilites are as follows:

- Price Evaluation & Cost analysis.
- Coordinated capital improvement programs including budget preparation.
- Ensured project completion within budget and on schedule.
- Maintaining files with C/S (Comparative Statement) of purchased equipment.
- Monitoring and updating electricity consumption provided to consumers.
- Maintained all safety and quality control project standards.
- Estimating repair cost during sending or receiving equipment while preparing Equipment testing inspection reports.
- Dealing with Equipment Values.

- Investigating prices, availability & placing orders for required plant and equipment's.
- Dealing with equipment breakdown related to warranties.
- Inspecting incoming parts in store against the PR (Purchase Request), PO (Purchase Order), and Invoice.
- Maintained good professional relationships with suppliers and contractors.
- Coordinating with company purchaser for the procurement of various purchase requests (PR) for items and ensuring timely delivery.
- Comparing equipment theoretical repair cost vs. actual repair cost.
- Coordinating with Workshop Manager, Workshop Foremen, and technicians regarding relative activities.
- Preparing EUR (Equipment under Repair) on daily basis and follow up of ongoing repairs.
- Supported and directed project site technicians in testing & troubleshooting. Maintaining, and upgrading Electrical Equipment's.

Organization: B.N.S under Civil & Electrical Govt.

Duration: March 2012 to April 2013

Designation: Electrical Engineer

B.N.S is a contracting company which found the 2006 which held a all jharkhand electrical & civil works.They provide the quality services at reasonable prices. Civil, Electrical and other works we provide to our clients with prompt, in professional manner and friendly service, no matter how big or small the job. My Resposibilites are as follows:

- Making a Budget for the project work .
- Monitoring the meter readings and safety system health status in regular time intervals.
- Installation of Electrical equipments like generator , panels & wiring.
- Monitoring scope of work & give the reports to higher management.
- Regular monitoring and maintenance of of electrical equipments .
- Monitoring and recording the purchased electrical items with their quotation from supplier.
- Ensuring that the safety activities are implemented properly and all reports related with safety are prepared on time.
- Providing technical support to Sites.
- Reading and replying to emails or incoming correspondence taking action or providing solution.

Educational Qualification

Course	Institution	Board/University	Year of Completion	Performance (%)
Bachelor of Engg. (Electrical and Electronics Engg.)	V.M.K.V Engineering College , Salem	Vinayaka Mission University, Tamilnadu.	2012	80.84
Higher Secondary Examination (12 th)	D.A.V Public School Dugda , Jharkhand	Central Board Of Secondary Education.	2007	58.2
Matriculation (10 th)	D.A.V Public School Dugda , Jharkhand	Central Board Of Secondary Education.	2005	64.4

Other Accountabilities:

- Ordering of materials through Online Procurement Inventory Control System.
- Maintaining files with C/S (Comparative Statement) of purchased equipment.
- Price Evaluation & Cost analysis.
- Budget preparation & complete under schedule.
- Basic Troubleshooting and Operation of Equipment.
- Basic AIS, VHF & Navtex System.
- AutoCad Drawing , Basics in PLC & SCADA.

Computer Proficiency

- **Operating System:** Knowledge of Windows Vista & Windows 7.
- **Packages:** MS Office (Word, Excel & PowerPoint) Internet E-mail applications, & Photoshop

Technical Training & Certification

- Participated in various programs in school level including sports and arts.
- Electronics training in Caterpillar Training centre in Abu Dhabi for one month .
- 2 times (Year 2014 & 2015) 800 Dirham (Rs 13,450.00) awarded as Bonus by higher authorities.
- Training in fire alarm control panel & fire fighting pump in my present company .
- Implant Training performed in steel plant of authority in Bokaro (Jharkhand).

Attribute:

- Hard-working and Self-reliant.
- Positive thinker and has the ability to take challenges and work under pressure.
- Ability to motivate others and work as a team member.
- Keen sense of willingness to learn.
- Ability to work in a team.
- Experience of managing large events, organizing traffic & working alongside the emergency services.
- Ability to handle conflict situations tactfully but firmly.
- Ability to adapt to a new working environment
- Good discipline and punctuality.
- Enthusiasm to learn more and gain experience.
- Recognized for monthly target achievements.

Personal Profile

Nationality : Indian
Date of Birth : 16-March-1990
Gender : Male
Father's Name : Shashi Nath Prasad
Languages Known : English & Hindi
Hobbies : Social Working, Playing Cricket & Badminton.
Passport no : K7628298
Passport Issue Date : 08/11/2012
Passport Expiry Date : 07/11/2022
Visa status : Working Visa
Marital Status : Single

I hereby declare that the above information given by me are true and correct to the best of my knowledge and belief.

Date: 22/ 02 /2018

Place: Jharkhand

AMIT KUMAR SINHA