

To : HR DEPARTMENT

Attn. : Manager

Dear HR Department,

Good Day!

I would like to apply to your office for an Electrical and Electronics engineer position whichever will best fit to my qualifications.

Attached is my CV for the detailed info of my qualifications.

I can be contacted via mobile phone number 056-4586264 for interview schedule.

I am looking forward to hear from you soon.

Thank you.

Sincerely yours,



LALITA SUTHAR

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 Sharjah, SH 50000

SKILLS

- Analytical problem solving
- Interdisciplinary collaboration
- Forward-thinking mindset
- Public speaking ability

EDUCATION

Techno NJR
Rajasthan • 10/2013

B.Tech: Electrical And Electronics Engineering

SOFTWARE

- Auto Cad
- PLC ladder Logics
- Excel tool Development
- MATLAB
- SAP
- PSCAD
- Electrical Simulation Software.

PROJECTS

- Instruments Air Receiver Packages.

PROFESSIONAL SUMMARY

Electrical & Electronics Engineer and outstanding performer in Designing and Instrumentations within Oil and Gas Industries. Proven success in leadership, operational excellence and organizational development with keen understanding of elements of Manufacturing business. Recognized for inspiring management team members to excel and encouraging creative work environments. Eligible to get DEVA approval.

WORK HISTORY

Sarsan heavy engineering FZE – E&I Engineer

Sharjah, Sharjah • 09/2018 - current

- Performed in-depth electrical acceptance testing of completed hardware, including continuity and high-potential isolation testing.
- Calibrated equipment's on verifying value basis, effectively reducing downtime.
- Rendered technical drawings and electrical systems specifications exceeding company standards.
- Documented design using cad drawings and schematics.
- Created electrical schematics using autocad electrical toolset.
- Coordinated with vendors to identify and procure appropriate equipment necessary for project completion.
- Used electrical formulas to calculate current loads and short circuit currents.
- Inspected completed installations to observe operations and verify conformance to design and equipment specifications.
- Performed load calculation for sizing wire and circuit protection.
- Retested electrical products and systems to determine whether modifications have desired effect.
- Provided trouble-shooting support to improve operational efficiencies of products and information systems.
- Implemented and approved design control procedures for electrical development in accordance with regulatory guidelines.

Reliance Jio Infocom ltd - Lead Engineer

Udaipur, Rajasthan • 02/2016 - 12/2017

- Rendered technical drawings and electrical systems specifications exceeding company standards.
- Performed different types of drive test to find out to factors like frequency, and 4g protocols.
- Wrote protocols, qualification documents, test plans and test reports for quality assurance purposes.
- Monitored manufacture of electrical devices and operations to ensure compliance with safety protocols.
- Initiated project management knowledge study and subsequently standardized project management practices.
- Led team of 30 numbers support staff per shift by prioritizing tasks and assigning duties.
- Supervised and led employees to high performance levels in cross-functional matrix management structure.

- **Manifold Skids**
- **Chemical Injection Skids.**
- **Custody Transfer metering systems.**
- **MCC Panels.**
- **VFD Panels.**
- **Frequency analysis on 4G technology.**

CERTIFICATIONS

- **Certified Automation Professional (CAP).**
- **Power plant training certificate**

HARDWARE

- Electrical Circuits
- Schematic Entry
- Digital Multimeters
- Ethernet IP
- PCB Layout.

ACCOMPLISHMENTS

- Supervised team of 30 staff members.
- Successfully completed Listed Projects.

Hercules control and instrumentations pvt ltd - Electrical Engineer Intern

Udaipur, Rajasthan • 01/2015 - 12/2015

- Completed functional analysis and root cause tests.
- Evaluated installed electrical equipment and systems to isolate faults and implement corrective actions.
- Created, aligned and optimized electrical instrumentation and testing equipment.
- Rethought plans for each design to devise lateral options filling unique market gaps.
- Reviewed engineering design proposals and completed drawings to determine feasibility of each plan and assess conformance with both safety and sound engineering practices standards.
- Inspected inbound and outbound products for compliance with established industry standards, company policies and procedures.

Binani cement captive power plant - Internship

Udaipur, Rajasthan • 11/2013 - 01/2014

Power plant training

- Developed and strengthened productive working relationships with permitting and regulatory agencies, vendors and local community.
- Supervised plant resources, equipment and supply inventories and maintained adequate controls.
- Monitored multiple databases to keep track of all company inventory.

Sofcon India pvt ltd - Trainee Engineer

Ahmedabad, Gujarat • 04/2014 - 10/2014

- Followed design specifications when installing wiring and other electrical components to complete, upgrade or repair systems.
- Measured voltage, resistance and current of all electrical circuits to assess operating conditions and identify faults.
- Performed instrument setup and calibration on over 2 instruments per day.
- Addressed system problems by repairing or replacing electrical components, including sensors and wiring.
- Effectively controlled the release of proprietary and confidential information for general client lists.