

To,
The Human Resource Manager

Subject: **Suitable job opportunities based on my qualifications.**

Dear Sir/Mam,

Refer to the subject please be informed that I am a Senior Professional Electrical Engineer with invaluable **18 years** of work experience at various landmark projects worldwide in MEP department specially in India, UAE, Qatar and Saudi Arabia with reputed leading contracting and consultant organizations. I am in urgent need of suitable job opportunity based on my qualifications, skills and experience in any location worldwide for mutual benefits. Below is the summary of my skills and experience during my professional career which shall be useful in various activities in your organization for business benefits based on company demand either in corporate office or project sites:

1. Project Management and execution from beginning stage to final handover.
2. Site Supervision, monitoring and control.
3. Procurement Management and negotiations.
4. Costing and Estimation, Cost control.
5. Project Engineering and various design related calculations.
6. Quality control, Factory acceptance test, ITP, various inspections as required either domestic or international premises.
7. Preparation and participation in Tenders, bidding, quotation preparation, technical commercial proposals.
8. Project billing and formalities with stakeholders, banks and various mode of payment transactions, such as LC, Bank guarantee, COD etc.
9. Very flexible to work in multicultural environment with multitask activities. Work experience with expert professionals from multiple continents include Asian, Middle East, Europe, USA, UK, Africa, MENA. Majority of colleagues from Countries, Philippines, UAE, Qatar, Saudi Arabia, Jordan, USA, Lebanon, United Kingdom, Srilanka, Germany, Spain, Italy, Belgium, Egypt and many more.
10. Fully vaccinated against Covid 19 COVISHIELD vaccine on Sept/2021, vaccination certificate including passport number is available, applicable to scan and international travel worldwide with or without quarantine based on travel guidelines to respective country.
11. I have family of 4, me and wife, 2 kids 1 year and 3.5 years old. We all have passports valid till next 4-8 years, all our documents educational and personal documents are attested by Ministry of External Affairs, HRD, Saudi Embassy, UAE embassy, Saudi Cultural department, Qatar and other relevant authorities.
12. Very flexible to travel and relocations based on company requirements.

Please find attached my CV and all supporting documents for your review. Regarding further details and discussion please feel free to contact me.

Your prompt response would be highly appreciated.

Thank You.

Best Regards,
Abhinav Kamboj

ABHINAV KAMBOJ

Senior Electrical Engineer (Project Management)

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Looking for a Challenging job in an esteemed organization to expand my capabilities and use my knowledge, qualifications and skillset for better prospectus in business needs of the organization

- **Senior Electrical Engineer** with **17+ years'** invaluable experience in Project Management, Engineering, Site supervision, monitoring and control. Specialization in Electrical and ELV, capable in handling MEP Projects worldwide from small to mega size projects worth 1 Million to 400 Million USD or higher.
- Performed multitask activities as Contractor and Consultant, including design review and Engineering calculations, Costing and Estimation, Procurement Management, Project Site supervision, client and suppliers management. Assigned to head office and project sites based on company requirements.
- Excellent organizational & interpersonal skills, including leadership, innovative, decision making & problem solving, effective verbal & written communication, team-mentor, negotiation, assertiveness. Experience of working in multi-cultural geographies with proven success tracks.
- An effective team leader with proven record of leading teams from multicultural background.

KEY SKILLS AND RESPONSIBILITIES

- Review of Project design drawings and documents, includes BOQ, Construction drawings, Project and local authorities specifications, Project schedule. Construction documents; Prequalification submittals, Material submittals, Shop drawings, Request for Information & Work inspection, Material delivery inspection, letters and reports.
- Site supervision in compliance of Project specification and schedule; to attend Factory acceptance tests; Quality control including Site Memos and NCRs; coordination with suppliers, subcontractors, local authorities, HSE department and the Client. Coordination with all interdisciplinary departments.
- To attend all departmental meetings and preparation of reports; site progress; project progress; daily progress, Minutes of Meeting with the Client and stakeholders.
- Review of commercial activities; include cost control, variations, invoices and bills, LCs, Bank credits.
- Project site supervision, monitoring and control. Project Handover and all formalities of closeout with the Client and Authorities. All approvals, Asbuilt drawings, snaglist, NCR closing and others necessary.
- Technical skills include installation, testing and commissioning of MV and LV Electrical/ ELV equipment and systems; Substation; Switchgear, RMU, Transformers, LV Panels, Distribution panels, Power and Lighting wiring devices and switches, Industrial switches/ Isolators, Interior and Exterior Lighting fixture with poles/ supports and Lighting control panels, MV and LV cable networks, CCTV system, Fire Alarm system, IT/ Network systems equipment and accessories.
- Good command on MS office, MS power point, AutoCAD; Designing, Engineering and Procurement related software.

PROFESSIONAL EDUCATION

- Master's in Business Administration-Project Management, 2017-2019, CGPA 8.9/10, University of Petroleum Energy and Studies, Dehradun, Uttarakhand, INDIA
- BE-Electrical Engineering, 1999-2003, First Division, DIT University, Dehradun, Uttarakhand, INDIA

WORK EXPERIENCE

➤ March 2020-Present: Senior Manager at Multi Commodity Exchange.

Responsibilities

- Global Trading of Crude Oil and base metals (Copper and Aluminium). Trading of Electrical Equipment, substation, switchgears, power cables, Lighting and power panels.
- Global and Domestic Market Analysis on daily, weekly and monthly basis.
- Coordination with stakeholders, negotiation, cost analysis and control, procurement process.
- To attend necessary meetings and weekly reports preparation.

➤ Nov 2014 – Jan 2020 worked as Senior Electrical Project Engineer

Company: **Omrانيا & Associates** (<https://omrania.com>)

Reporting: Sr. Project Manager/ Projects Director.

Project: Infrastructure and residential projects by Ministry of Housing- Saudi Arabia

<https://omrania.com/project/ministry-of-housing-projects/>

Responsibilities

- Review of Design Documents and Project Management, site supervision, monitoring and control to assigned projects.
- Technical part include MV substations with RMU, Transformers and LV Panels; MV and LV Cable networks, Telecommunication networks, interior and exterior Lighting with lighting control panels; Distribution Pillars, internal electrification, Wireless IP CCTV system and others.

➤ May 2012 – Oct 2014 worked as Project Manager.

Company: Secure Electric Contracting Co., Qatar (<https://www.secureelectricqatar.com/>)

Reporting: General Manager.

Projects:

1. 25Villa+Clubhouse
2. (B+G+F) Dar Al Salam Mall
3. 3x (B+G+1) residential palace – Pearl island
4. 3B+G+M+6 Office Building at Old Al Ghanim, Doha Qatar, Lot Area: 1,274.50 M², Built-up area: 4,171.00 M²
5. Buzwair Tower 2B+G+M+43 Five Star hotel and apartment building. Location: New Doha, Lot Area: 4,261 M², Built up Area: 67,388 M²

Responsibilities

- Project design engineering, shop drawings, bill of quantity, specification writing, material submittal.
- Site supervision, monitoring and control. Health, safety and environment.
- Materials procurement, factory acceptance tests, site delivery, quality control and approvals
- Method statements, installation, testing and commissioning in accordance with project specification
- Rectification during workmanship, closure of Site memorandums and Nonconformance reports
- Scheduled meetings, reports writing and close coordination with local authorities.
- Cost control, value engineering, payment invoices and payment clearance
- As built drawings preparation, clearance by local authorities and project final handover

➤ Feb 2010 – April 2012 TILKE GmbH (<https://tilke.de/en/>), New Delhi, India as Senior Electrical Engineer (Supervision & Project Management)

Project: Formula1 Racetrack Facility (Buddha International Circuit)

Reference Website: <https://tilke.de/en/portfolio/buddh-international-circuit/>

Project Summary: 5.12Km racetrack at 3.54 Km² area, Pit building & Main grandstand (900M long, 6 storeys), Media centers, Race control room, Aviation Helipads, Medical center, paddock area and clubs,

lavatory buildings, satellite kitchens, Broadcast area, team buildings, entrance gate, parking areas, workshop buildings and landscaping. Infrastructure works, substations & MEP building services.

Responsibilities

Design review, site supervision, monitoring and control of following MEP activities:

220/33KV Substation building with 220KV (GIS) SF6 gas insulated switchgear, 220/33KV, 60MVA, oil type transformer, 33KV SF6 gas insulated switchgears.

33/11KV substation room including 33KV SF6 gas insulated switchgears, 10MVA dry type transformers, 11KV feeder panel.

11/0.4KV substation rooms including 11KV ring main units (RMU), 11/0.4KV dry type transformers and 415V low voltage panels/switchgears.

Diesel generator room with 3.1 MVA synchronized DG sets.

3 medium voltage loops connecting 24 numbers of (11/0.4KV) substations.

Low voltage electrical main distribution boards, sub-main distribution boards, lighting/power distribution boards, bus bars, cable trays/ladders, low voltage cables & building wires, cable containment. ELV, fire alarm system, CCTV system, public address system, digital flags, fiber optic cable networks, equipment earthing/grounding. HVAC ducts, FCUs, ACCUs, Chillers, Primary and secondary pumps, firefighting system.

- Feb 2009 – Feb 2010 **Target Engineering and Construction Company, Abu Dhabi, UAE** as **Senior Electrical Engineer**

Projects:

1. Three new 132/22KV Substations in Reem Island.
(<https://www.target.ae/projects/three-new-13222kv-substations-in-reem-island/>)
2. EMAL Smelter Complex Project – Above Ground Electrical and Instrumentation.
(<https://www.target.ae/projects/emal-smelter-complex-project-above-ground-electrical-and-instrumentation-works/>)

Responsibilities

Engineering design, Procurement, construction, installation, testing and commissioning of electrical and instrumentation related equipment and various electrical activities based on project requirements.

- July 2007 – Jan 2009 Worked with **Al-Osais International Holding Co., Dammam, Saudi Arabia** (<http://www.alosais.com>) as **Electrical Engineer**

Projects: (<http://www.alosais.com/constructionprojects.html>)

1. Saudi Aramco: Replacement of Electrical Equipment at Tanajib Plant
2. Saudi Aramco: Yanbu Refinery Electrical Systems upgrade – Phase 1

Responsibilities

Project Engineering, site supervision, monitoring and control at all phases during construction for all Electrical and ELV activities.

- Apr 2006 – Jun 2007 Worked with **ABB Ltd., India** (<https://global.abb/group/en>) as **Electrical Engineer**

Projects: Restructured Accelerated Power Development and Reforms Program (R-APDRP)

Responsibilities

Project Engineering, site supervision, monitoring and control at all phases and specifications of Uttarakhand Power Corporation Limited; compliance and standards of ABB. Coordination with factories worldwide and India regarding LV switchgears and other materials associated with the project. Overall project management, supervision, completion and final handover to the Client.

- Aug 2003 – Mar 2006 Worked with **RJ Enterprises, India** as **Electrical Engineer**

Projects: 33/11KV substation, MV/LV Cables laying projects.

ACCREDITATION

- Saudi Aramco, Saudi Arabia: Electrical Site Engineer and Procurement Specialist, 2007-2008
- Saudi Council of Engineering, Saudi Arabia: Professional Electrical Engineer, 2014-2020
- PMI-PMP-Project Management Professional – 35 Hours, 2020 – no expiration, Udemy
- Electrical Engineering Design for MEGA Construction Projects, 2020 – no expiration, Udemy
- Ministry of Municipality and Urban Planning, MMUP, Qatar: License holder Engineer, 2012-2014
- Ministry of Interior, Security system department, Qatar: Engineering Project Manager, 2012-2014
- Engineers Australia: Professional Electrical Engineer (Skill-Level1), 2010, No expiration

PERSONAL DETAILS

Date of Birth: 14/Oct/1981

Gender: Male

Marital Status: Married with 2 kids

Current City: Dehradun, Uttarakhand, India

Permanent Address: D2-608, Pacific Golf Estate, Dehradun, Uttarakhand, India

Passport Details: S2370887, expiry date 04/12/2027

Visa status: Final Exit Visa from KSA

Documents Attestation for International jobs: Attestation by MEA, Embassy of Saudi Arabia, UAE & Qatar, Saudi Cultural stamp.

Nationality: Indian

Driving License Details: Indian and Saudi Arabia driving license

Languages Known: Hindi (Native), English (Read, Write & Speak - Affluent), Arabic (Basic).

References: shall be provided on request.

Availability: Ready to join immediately either in **India or Overseas projects.**

Covid 19 Vaccination: Fully vaccinated, COVISHIELD vaccine, certificate available.