

SAMILI VISHNU



CONTACT

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Villa No.07, Opp. Digdaga Police station Digdaga, Airport Road Ras Al khaimah UAE

PERSONAL DETAILS

Date of Birth : 20/05/1988

Marital Status : Married

Nationality : Indian

Passport No : R 5992166

Date of Expiry : 07/12/2027

Place of issue : TRIVANDRUM, KERALA

Visa status : Visit visa(expired on 15.11.2021)

SKILLS

Written communication

Verbal communication.

Site supervision

Work coordinator

Leadership

Confidence about the work

Time management

Decision making

Attention to detail

Computer skill

Understanding of safety precautions and procedures.

Sound ability with MS office applications including word ,excel, Powerpoint.

Confidence about the work.

OBJECTIVE

To utilize my technical skills as Electrical work coordinator and Auto CAD draftsman provide a professional service to company by applying and honing my knowledge and working in a challenging and motivating working environment.

PROFESSIONAL SUMMARY

Motivated Engineering Assistant with 8 + years of managing Electrical projects in VSSC, ISRO. Offering advanced analytical and communication skills, extensive experience in Electrical maintenance and proficiency in Auto CAD

PROFESSIONAL EXPERIENCE

MAISOON FASHION HOUSE, RAS AL KHAIMAH, UAE

01.08.2021 - 31.08.2021

ADMIN ASSISTANT

Answer phone calls and greet visitors.

Schedule appointments and maintain calendars.

Schedule and coordinate staff and other meetings.

Collate and distribute emails.

Prepare communications such as memos, emails, invoices, reports and other correspondences.

VSSC, ISRO, TRIVANDRUM, KERALA

27/04/2011 - 31/12/2018

TECHNICAL ASSISTANT cum ADMINISTRATION (COORDINATOR)

Preparation of Electrical distribution drawing and schematic diagrams using Auto CAD

Preparation of estimates of Electrical maintenance and installation works.

Preparation of Office documents like official letters, work related letters with contractors, other agencies, purchase section and higher officials.

Making minutes in official meetings.

Upkeeping of different registers in office.

Preparation of schemes for Electrical works.

Preparation of tender documents for Electrical works.

Supervision of Electrical works.

Preparation of material documentation.

Executing of work and taking measurements.

Preparation of bills for the work.

Preparation of indents for purchasing Electrical items in Dept.store.

Supervising of shut down work at panel rooms and substations.

Rewiring of different lab rooms and machine workshops.

Organization

Problem solving

LANGUAGE

English : Read,Speak,Write

Hindi : Read,Write

Malayalam : Read,Speak,Write

PHOENIX EELCTRICALS, TRIVANDRUM, KERALA

01/01/2010 - 31/03/2011

JUNIOR ENGINEER

Preparation of Electrical schematic diagrams using Auto CAD.

Preparation of tendor documents for Electrical works in different Govt.departments.

Preparation of estimates of Electrical works.

Preparation of schemes for Electrical works.

Supervision of Electrical works.

Preparation of bills in specific format for the work.

Upkeeping of different registers in office.

VIJAYA ELECTRICALS, TRIVANDRUM, KERALA

01/05/2008 - 31/12/2010

JUNIOR ENGINEER

Preparation of Electrical schematic diagrams using Auto CAD.

Preparation of tendor documents for Electrical works in different Govt.departments.

Preparation of estimates of Electrical works.

Preparation of schemes for Electrical works.

Supervision of Electrical works.

Preparation of bills in specific format for the work.

Upkeeping of different registers in office.

EDUCATION

DIPLOMA In ELECTRICAL ENGINEERING

August 2005 - April 2008

HIGHER SECONDARY EDUCATION

July 2003 - March 2005

S.S.L.C

June 2002 - March 2003

COMPUTER SKILLS

DIPLOMA IN AUTOCAD (ELECTRICAL) 2D

Software Packages (MS office, C- programming)

DECLARATION

I hereby declare that the information furnished above is true to best of my knowledge. I hope that the above mentioned particulars will meet your requirements and if given a chance to prove myself, I assure you that I will do the best to fulfill company's adjectives.

Date : 01/09/2021

SAMILI VISHNU