



Shabbir Siddiqui

Project Coordinator (B.E-Electrical Engineering)

Phone: 8692849501

Address: Malad West, Mumbai-400095, Maharashtra, India

Email: shabbirsiddiqui41@gmail.com

*An intermediate Proficient **Electrical engineer** with **3 years of experience** in construction/interior fit-out projects/MEP researching, developing and testing a variety of electrical systems & Home Automation. Excel in preparing specs to present to upper management and make necessary adjustments before a project goes into production.*

Expertise in conducting field studies to determine what capabilities a product needs to have. Skilled in listening to problems client has with project implementation and getting an efficient conclusion on how to rectify the situation with quality assurance and solution-oriented thinking. Adept at Following directions and taking the initiative to assist co-workers and clients in various ways.

EXPERIENCE

Unique Electro Engineers Pvt Ltd.

November/2021- Present

Project Coordinator

- Overseeing several aspects of a project at the same time
- Sharing regular progress reports with the client and stakeholders
- Negotiate and maintain relations with vendor's designers, engineers, contractors and suppliers and subcontractors.
- Support Project Manager with electrical project establishment and closeout.
- Perform electrical developments executing quality, operation and safety enhancements to firm's production lines.
- Perform with technical specialists like electrical engineering, process and automation to resolve complete requirement.
- Prepare documented design inputs.
- Review design inputs and review of engineering drawings.
- Prepare and review equipment along with material parameters.
- Resolving any issues or delays
- Prepare reports and study existing technical information clearly and precisely to attain client requirements.
- Participate in project electrical work plan development.
- Prepare BOQ and project executions.
- Working in an office or onsite.

Delcon Electrical Pvt Ltd.

January/2020- November/2020

Project Coordinator

- Determines project schedule by studying project plan and specifications, calculating time requirements, and sequencing project elements.
- Maintains project schedule by monitoring project progress, coordinating activities, and resolving problems. Controls project plan by reviewing design, specifications, and plan, scheduling changes, and recommending actions. Prepare reports and study existing technical information clearly and precisely to attain client requirements.
- Participate in project electrical work plan development.
- Completes engineering projects by organizing and controlling project elements.
- Maintain logs and RFIs, Daily Reports, and Submittals on the server.
- Negotiate and maintain relations with vendors and subcontractors
- Support Project Manager with electrical project establishment and closeout.

Allwave Av Systems Pvt Ltd.

April/2019-December/2019

Project Engineer

- Evaluated change order requests in response to out-of-scope work activities and developing field conditions.
- Determined and scheduled priorities as required to progress engineering work.
- Made recommendations to improve design, construction means and methods, and materials based on field or changing conditions.

- Monitored installation of materials and equipment for compliance with drawings and specifications.
- Communicated with industrial equipment installers to deliver technical support throughout project execution.
- Tracked equipment usage and updated quantities of products to equip team members to complete projects.
- Gave presentations of completed work to managers.
- Ensured that electrical works conformed to generate specifications

TRAININGS/INTERNSHIPS

Bhabha Atomic Research Center

August/2018- April/2019

Project Trainee

- Assisted scientific officers with administrative duties, including following up for project dependencies whenever needed.
- Tackled array of tasks, including mat-lab simulation, research on project under watchful eye of division head.
- Strategically distributed administrative tasks among colleague and provided guidance to promote performance

Maharashtra State Electricity Transmission Co. Ltd

June 2018- July 2018

Trainee Engineer

- Read and interpreted blueprints, technical drawings, schematics and computer-generated reports.
- Applied principles of electrical theory to advance and improve product development and efficiency

EDUCATION

Mumbai University

August 2016- May 2019

B.E in Electrical Engineering

B.E Electrical Engineering

- Member of Electrical engineering student's association
- Graduated with 8.19 CGPA
- Majored in Project management subject
- Dean's List (fifth, seventh, and eight semesters)
- Elected to Marketing Head for Wiring wizard club in 2017

M.H. Saboo Siddik Polytechnic-MSBTE

August 2013- June 2016

Diploma in Electrical Engineering

- Graduated with DISTINCTION.

Millat High School affiliated to Maharashtra state Board

2013

Secondary School Certification

- Secured 84 %
- Majored in English Subject.

SKILLS

- Dynamic
- Project Management
- Business Development
- Electrical Design & Drafting
- Technical Support
- AutoCAD
- Global Client management
- MS-Office
- Communication skills
- Document control
- Team Player
- Lead

LANGUAGES

English (Professional Working proficiency), **Urdu/Hindi** (Native)