



NAJMINBANU MANSURI

Electrical Maintenance Engineer

4 years of Electrical maintenance experience looking to secure a new position in MNC.

PERSONAL DETAIL.

- ★ **Contact no:** - 7227808157,
- ❖ **Email Id:** - khushimansuri1998@gmail.com.
- ❖ **Languages:** English, Hindi, Gujarati. Punjabi, Marathi, Urdu, Farsi.

Activity.

Captain | High School Football Team
Palanpur, Gujarat 2013-2015

EDUCATION.

★ 2022 - present

Suresh Gyan Vihar University, Jaipur MBA

- Operation and Production Management

★ 2020 - 2022

Gujrat Technology University Ahmedabad,

- Bachelor of Electrical Engineering **CGPA: 8.2**

★ 2015 - 2018

Gujrat Technology University Ahmedabad,

- Diploma Electrical Engineering **CGPA: 9.7**

Higher Secondary School Palanpur (GSEB Board)

- 10th: 78% **(2013)**

- 12th: 75 % **(2015)**

EXPERIENCE

❖ Trainee

General Electric (2018-2019)

1. Power system Analysis.
2. UGVCL Bill Process.
3. Equipment maintenance & testing process
4. Fault Analysis of equipment
5. Major Breakdown Analysis
6. Utility system maintenance

❖ Electrical Maintenance Engineer

General Electric (2019 to Be continue)

1. Review maintenance activities and prioritize critical jobs.
2. Planning & Execution of Preventive maintenance schedule. & Handle the substation (66/11KV), HT & LT panels with the SCADA system, Operation of Circuit Breakers, Relays, contractor coils, Inspect electrical components, such as transformers and circuit breakers, Knowledge of Relay, Contactor, Timers, MCB, MCCB, RCCB, ELCB, Star Delta Starter, DOL Starter.
3. Maintain the Electricity consumption record on daily basis.
4. Fulfil government regulatory requirements.
5. Team coordination & Weekly preparation of maintenance KPI.
6. Procurement of electrical maintenance and its spares.
7. Operations and maintenance of Transformer, Panel and DG Set.
8. Responsible for Autonomous & Planned Maintenance.
9. Ensure compliance to standards, procedures and best practices, procedures of QMS, EMS current practices & Conduct regular Troubleshooting and root cause analysis Facilitate and support minor projects Analyses.
10. Electrical maintenance costing and budgeting Assist Manager in spares inventory management to maintain stock levels & issuing Spares for job execution.
11. Assist Manager in procurement and follow up with vendor, purchase and stores. Assist Manager in shutdown planning, budgeting, and execution, Prepare audit related documents for manager.
12. Participate in Reliability & Integrity studies as identified Collate data for performance monitoring and reporting Implementation of recommendations, management Maintain history/ records.
13. Maintaining IMS documents for Electrical Maintenance Providing technical guidance, training to sub ordinates.
14. Transmission and Distribution of Electricity, Testing and Commissioning of panels & Handle installation of VFDs, Circuit Breakers, Relays, contractor coils.

15. Read blueprints / technical diagrams & Testing and Commissioning of panels.
 16. Install and maintain wiring, control, and lighting systems.
 17. Inspect electrical components, such as transformers and circuit breakers.
 18. Identify electrical problems with a variety of testing devices.
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✂ SOFTWARE SKILLS.

- Auto CAD.
 - CATIA.
 - CCC.
 - Proficient with Microsoft Word, Excel and PowerPoint.
 - Thorough understanding of social media and social media analytics.
 - Typing/word processing.
 - Fluency in coding languages.
 - Systems administration.
 - Spreadsheets.
 - Email management
 - Active listening Communication Customer service Interpersonal skills Leadership Management Skills Problem-solving.
 - Time management.
 - Initiative, Creativity
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✂ Hobby & Personal Interest.

SKILLSS.

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| ▪ Blogging. | 1.Good communication -written and oral. |
| ▪ Podcasting. | 2.Excellent conceptual and analytical. |
| ▪ Marketing. | 3. Effective Interpersonal. |
| ▪ Learning languages. | 4.Critical thinking- Research. |
| ▪ Photography. | 5.Data Analysis – Search engine optimizations. |
| ▪ Travel. | 6.Problem-solving- Lateral thinking. |
| ▪ Readding& writing | 7. Perseverance – Focus. |
| ▪ Music (Singing). | |
| ▪ Sports (chase) | |

❖ **Strengths:** Hard working, Leadership skills, Curious about new things & technology.

Best Regards.

Date: -

Najmin Mansuri.