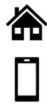




**NIRAJ
KUMAR
SRIVASTAV**

PROJECT CO-ORDINATOR (DY. MANAGER -PLANNING): M/s LASER POWER & INFRA PVT. LTD.

With experience as Planning and Project Co-ordinating activity for EPC Company in electrical transmission, distribution & Production field. My objective is to do the given task with consistency, devotion, determination and honesty. Keep good accountability for my work. Make an attempt ever to reach a higher position in my field



**Sugaon Kothi, PO-Sugaon, Via/Ps-Sugauli, Dist-East
Champaran, Bihar, 845456**

8797230266



**nirajsrivastav06@
gmail.com**

Professional Experience

Position Applied for: - Dy. Manager / Project Co-ordinator

Total Experience:-13 Years +

Work: - Project Co-ordination, Preparation of MIS report, Material planning, Liaoning with clients & Preparation daily Progress report.

Total Duration: - From Sept -2011 to till date

Present Posted:-Gorakhpur (UP)

Present Company:-Laser power & infra Pvt. Ltd...

Second last Company:-Bajaj Electricals Ltd.

Current Company Profiles: Major EPC Company in electrical transmission, distribution & Production field

Project: - Development of Distribution Infrastructure for Loss Reduction" in Revamped Reforms-based and Results-linked, Distribution Sector Scheme (RDSS) on turnkey basis in Gorakhpur Cluster (Purvanchal Vidyut Vitran Nigam Limited (PuVVNL, Uttar Pradesh)

Project: - Re-Conductoring / Re-strengthening Muzaffarpur Circle under NBPDC (North Bihar Power & Corporation Ltd, Bihar)

Key Skills

Project Co-ordination

Material Management

Strong communication

An extreme attention to detail

Problem-solving skills

Excellent Team working & interpersonal skills

knowledge of MS Office(Excel)

Achievements:

- Presently Working for Development of Distribution Infrastructure for Loss Reduction" in Revamped Reforms-based and Results-linked, Distribution Sector Scheme (RDSS) on turnkey basis in Gorakhpur Cluster (District- Gorakhpur, Deoria, Maharajganj & Kushinagar) Re-Conductoring /Augmentation of Existing HT (33kV & 11kV) Feeders & Replacement of LT Bare Conductor with new LT AB Cable with allied works on Turnkey Basis in Gorakhpur Cluster under PuVVNL of **Rs.371 Cr.**

- Closure of Re-Conductoring / Re-strengthening of Existing HT (33kV & 11kV) Feeders & LT lines with allied works on Turnkey Basis in **Muzaffarpur Circle & Samastipur Circle** (District under **Muzaffarpur, vaishali, sitamarhi & Sheohar**) under NBPDC of Rs.220 Cr. Extend to **314 Cr.**
- Closure of Rural Electrification Project under BRGF Phase-2 Plan of Rs.240 Cr. **Dist -Samastipur.**
- Monitoring for Rural Electrification Project under R.G.G.V.Y 12th Plan (**Deendayal Upadhyaya Gram Jyoti Yojana,**) **Patna REC Office.**
- Liaisoning with State Power Utilities i.e **NBPDC, SBPDC, BSPTCL, BSPGCL, NTPC-Nabinagar and other Project.**
- Quality monitoring /Inspection of RE works under DDUGJY of 11^{th, 12th} and DDUGJY New Project.
- Prepare Closure Proposal of DDUGY under Xth, XIth, and XII Plan.
-

Career Timelines

➤ **Current Job Details:** (July 2018 – till date), 61 Month +

Employer Name : **Laser Power & Infra Pvt. Ltd.**
 Designation : Dy. Manager (Planning)
 Place : Gorakhpur, (UP)
 Project : RDSS Project for Re-Conductoring /Augmentation of Existing HT (33kV & 11kV) Feeders & Replacement of LT Bare Conductor with new LT AB Cable under PuVVNL.

➤ **Previous Job Details:** (July 2018 – till date)..... Month

Employer Name : **Laser Power & Infra Pvt. Ltd.**
 Designation : Dy. Manager (Planning)
 Place :Muzaffarpur,Patna (Bihar)
 Project : Re-Conductoring / Re-strengthening Muzaffarpur Circle under NBPDC

➤ **Previous Job Details:** (Jan 2018 – July 2018), 06 Month

Employer Name : **Bajaj Electricals Ltd.**
 Designation : Project Engineer
 Place :Samastipur, Patna(Bihar)
 Project : Backward Regions Grant Fund (BRGF) under North Bihar Power Distribution Company Limited (NBPDC)

➤ **Previous Job Details:** (Dec 2014 – Dec 2017), 36 Month

Employer Name : **Rural Electrification Corporation Limited (REC).**
 Designation : Project Engineer
 Place : Patna (Bihar)
 Project : Rajiv Gandhi Grameen Vidyutikaran Yojana (RGGVY) and DDUGJY under North Bihar Power Distribution Company Limited (NBPDC), South Bihar Power Distribution Company Limited (NBPDC)

➤ **Previous Job Details:** (Oct 2014 – Dec 2014), 02 Month

Employer Name : **Feeback Infra Pvt. Ltd.**
 Designation : District Coordinator
 Place : Siwan (Bihar)
 Project : Backward Regions Grant Fund (BRGF-1) under North Bihar Power Distribution Company Limited (NBPDC)

➤ **Previous Job Details:** (Aug 2014 – Oct 2014), 03 Month

Employer Name : **ADCC Infocad Pvt. Ltd.**
Designation : Site Engineer
Place : Bhagalpur (Bihar)
Project : Water Project under BUIDCO.

➤ **Previous Job Details:** (June 2014 – Aug 2014), 03 Month

Employer Name : **BRIGHT ENGG. & MANUFACTURES INDIA PVT.LTD.**
Designation : Electrical Engineer
Place : Kolkata (WB)
Project : Telecom Project

➤ **Previous Job Details:** (Sept 2011 – Aug 2013), 23 Month

Employer Name : **Feedback Infra Pvt. Ltd.**
Designation : Field Engineer
Place : Gwalior, Bhind (MP)
Project : ADB Project

Roles & activities

➤ **Current Job profiles:**

Employer Name : **Laser Power & Infra Pvt. Ltd.**
Designation : Dy. Manager/ Project Co-ordinator

- Preparation of project execution report monthly basis.
- Preparation closer report after complete the project with material reconciliation as site execution.
- Payment follow-ups & billing passing through from client (NBPDC)
- To achieve monthly targeted and Proper record keeping, documentation for billing
- Preparation billed and un-billed material received from vendor and reporting to management & concerned department.
- Preparation & Process the Erection bill of RDSS Project for Re-Conductoring /Augmentation of Existing HT (33kV & 11kV) Feeders & Replacement of LT Bare Conductor of with new LT AB Cable under PuVVNL of Gorakhpur Cluster (District- Gorakhpur, Deoria, Maharajganj & Kushinagar).
- Maintain material stock sheet (Gorakhpur, Deoria, Maharajganj & Kushinagar) in-coming material received from vendor.
- Generate MIS independently & reporting to HOD, Regional office, Head office & PuVVNL.

Co-ordination Activities:

- Responsible & co-ordination with vender, HO & RO coordinator.
- Responsible for co-ordination with all departments (division office, circle office & HO) for reporting purpose.
- Keep proper records of the Contractors' activities and work progress
- Client focus: ability to generate client satisfaction (internally and externally), potentially resulting in long term client relationships
- Co-ordination with purchases department for issue of matching material due to bill rise and work execution smoothly.
- Coordinate with site person for timely submission of all certified bill to H.O for payment.
Keep proper records of the Contractors' activities and work progress.

Academic studies Board/university

- 2010, **B.E (EEE)** From Rajiv Gandhi Proudhyogiki Vishwavidyalaya, Bhopal(MP)
- 2003, **XII** From Bihar Intermediate Education Council, Patna (Bihar)
- 2001, **10th** from Bihar School Examination Board, Patna (Bihar)

Personal Details:

Father's Name: Mani Bhushan Pd Srivastav
State: Bihar
Date of Birth: 24th February 1986
Marital Status: Married
Notice Period: 30 Days

Languages Proficiency:

Read		Write	
English	Expert	English	Expert
Hindi	Expert	Hindi	Fluent

References:

Name: Job Title:	Address Mobile:
Name: Job Title:	Address Mobile:

Place: Gorakhpur (UP)

Date:16-03-2024

(Niraj Kumar Srivastav)