

REETIKA SHARMA

Contact: +91 9871195550, 011-23312455; Email: reetikasharma06@gmail.com

Career Objective

Seeking a position that provides me ample opportunity to explore & excel in professional, personal and organizational goals

Competencies

An effective and qualified professional with 10+ years of experience in Electrical & Automation System Design and Detailed Engineering related to Power Generation Projects. Expertise in System Design, Analysis, Detailing, Drawings, Technical Specifications, Basic Calculations, Estimations, Bidding, Testing, Layouts, DCS, PLC, Automation, SAP, Energy Solutions

Experience Summary:

Dec'22 – Jun'23 – Bechtel

- Preparation of the instrument index, typical loop details in INtools, SPI, network block diagram
- Review of P&ID legend sheets, tag numbering, technical queries, vendor offers, technical bid evaluation
- Preparation of MRQ in Agile software and datasheet
- Review and ongoing support in cable block diagram instrument installation details, material take-off

May'21 – Apr'22 – Siemens

- Design and development of COMOS SAP interface 'User Manual' for global users in COMOS & AWS Infrastructure
- Assessing existing IT infrastructure and recommending improvements, Developing & configuring SAP solutions
- Project co-ordination and validation, upgrades and patches, ensuring task is delivered within SLA
- Operating and maintaining (L2 support) of the electrical CAD applications like COMOS ET, E3 and ELCAD
- Testing and validation of existing and new features, evaluation of interactive reports and reports.
- Basic VBS scripting and debugging within COMOS, based on the respective data structure.
- Involvement in Windows Server and SQL Server operational aspects of COMOS.

Nov'15 – Jul'17 – General Electric

- Handled, managed, supervised and conducted various tasks and duties related to Basic, Detail and Review Engineering.
- Interface Management with other disciplines and with other agencies, consultant, suppliers and partners etc.
- Customization of Offer review, tender technical analysis (TTA) and request for quotation (RFQ)s
- Implementation of ASAP methods in the SAP modules with ABAP team, BAPI mass data upload into the SAP.
- Design & configuration of SAP systems (MM/HR/EWM/Concur), database & interface, order management – Enquiry, quotation, sales order, delivery, billing
- Review & preparation of Electrical & Heat Load calculations for Power Distribution Panel Designs, DC UPS sizing calculation, Diesel Generator, transformer, battery & battery charger sizing calculation, earthing calculation, grounding, Illumination system, Instrument/Power & Control Cable Schedules & routing, Control Room Layout, Control Valves sizing, P&ID, Hook ups, Hardware Bill of Material
- Design of Distributed Control System, Panel Drawings, Control cabling & wiring schemes for Switchgear, motor control centers, switchboards & control equipment, power outlets and wiring accessories, Process function plans

Jul' 08 – Oct'15 – Alstom Projects India Limited, Noida

Conducted various tasks and duties as a **Core Team Member** relating to:

- Raising Pre-bid queries/questionnaire to obtain details, missing documents pertaining to tender & technically freeze the proposed scheme.
- Preparation of Techno-commercial proposals in a timely manner in accordance with client's specifications.
- Follow up and receive quotation from various suppliers. Evaluation of supplier quotations with the tender requirements and comparative analysis of all quantities & costing.
- Preparation of I/O List for PLC system, PLC data sheets, preparation of PLC system architectures, PLC panel general arrangement, SLD, harness & control schematics, IO module drawings, loop wiring diagram, inter connection details, support in procurement of PLC system, control Cabinet GA & Detail SLD drawing, control cabinet wiring diagram, Functional Design Specification, Hands-on experience in Selection of Electrical & Electronics Components Like Switch Gears, Control Actuators, Power supplies, Industrial transducers, Industrial Sensors, Servo Drives, Pneumatic/Hydraulic Circuits, VF Drives, Factory Acceptance and Site Acceptance Test.

Professional & Academic qualifications:

2008 – Bachelor of Technology (B.Tech.) in Electrical Engineering from National Institute of Technology, Kurukshetra

2015 – Certificate Program in Cyber Laws from Symbiosis

2017 - Post Graduate Diploma in Business Administration in Human Resources from Symbiosis

2020 – Master of Technology (M.Tech.) in Design Engineering from Birla Institute of Technology, Pilani

Accomplishments

- Werner Won Siemens Country Award, The management Board of Siemens AG, Munich, October 2021
- COMOS SAP Interface training, ECAD Team Award, Siemens, 2021
- Growth with heart, Art Attack, Siemens jury Gold Award, 2021
- Above & Beyond Award, Engineer Recognition, General Electric, 2017

Computer Skills

- Operating Systems familiar with: Windows XP, 2K, 9X, Vista, Linux
- Software familiar with: Project Costing Tools, COMOS Admin, ITSM, Siemens NX, SolidWorks, ProE, ServiceNow, SAP, ATHENA, AUCOPLAN, AUTOCAD, MATLAB, LABVIEW, PSIM, MS Office 2007, Adobe Photoshop