

**Address:**

AIG Park Avenue,  
C-1704, Gaur City-1  
Sector-4, Ghaziabad-201009

**ASHTHA SINGH**

(B.Tech (EN) from UP Technical University in 2011)

[asthasachan11@gmail.com](mailto:asthasachan11@gmail.com)

+91 8750126683

**CAREER OBJECTIVE**

- To achieve high career growth through continuous process of learning for achieving goals and keeping myself dynamic in the changing scenario to become a successful professional.

**CAREER OVERVIEW**

- Approx. 7.5 years' experience in Project Engineering.
- Presently working as Sr. Project Engineer with **Leo Air & Power Solution, Rajendra Place** New Delhi from August, 2017 to till date.
- Reporting to Managing Director.**
- Good Knowledge on all project activities including requirements gathering, planning, and creating Reports, execution of Projects.
- Work with other technical team members Project Manager, Site Supervisor & Sub Vendors for Project Execution, current Status & rectify the site issues.
- Monitoring tasks: Responsible for defining, setting up and maintaining appropriate Environment & Site Project Task and Report to Concern Dept. regarding Site issues.
- Timelines / Milestone management.**
- Preparation of RA Bills** (Abstract of Cost) & Submit to Department (**CPWD/MES/DRDO**) for release of Payment.
- Negotiating with contractors for the best possible rates. Finalizing contractors for project.
- Proficient in mapping client's requirements into drawings, Documents Drafting &
- Preparation of Bill of Quantity & Rate analysis of material wrt DSR.**
- Good communication skills, committed, quick learning capability, result oriented, smart working with a quest and Zeal to learn new technologies.

**EDUCATIONAL DETAILS**

Degree	Institute/Board	Marks (%)	Year
B.Tech ( Electrical & Electronics Engg )	Uttar Pradesh Technical University (UPTU), Lucknow	70%	2011
Intermediate (XII)	U.P. Board (Allahabad)	61%	2006
High School (X)	U.P.Board (Allahabad)	71%	2004

**TENURE WITH LABOTEK, KIRTI NAGAR, NEW DELHI**

**Duration** : June, 2015 to 10<sup>th</sup> August, 2017.  
**Role** : Project Engineer  
**Project Name** : Construction of Different Building under Phase I for **IIT Ropar (Punjab)** including external development. (SH: SITC of light fixture, Fans, FAS, BMS, Solar PV, and Civil work i.e. False Ceiling & Flooring etc.)

### Job Responsibilities:

- Timelines / Milestone management.
- Submission of Documents & Drawings for Product Approval.
- Negotiating with contractors & Finalizing contractors for project work.
- Coordination at sites, preparing daily progress reports.
- **RA Bill preparation/submission and perusals for payment.**
- Reviewing progress at site with project completion schedule.
- Responsible for coordinate with Department and its consultants in execution of works.
- Coordinating with the suppliers and dealers for the materials.
- Asset Management.
- Cross checking and approval of measurement & vendor's bills after confirmation of Site Supervisor.
- Responsible to arrange the material required at site.

### TENURE WITH H.V. EQUIPMENTS PVT. LTD, NOIDA

**Duration** : August, 2011 to May,2015  
**Role** : **Project coordinator**  
**Project** : **Mill Reject Handling System of Power Plants (Dept. BHEL & NTPC, BGR Energy etc.)**

### Job Responsibilities:

#### Engineering Dept.

- Document Preparation like Cable Schedule ,Cable Interconnection ,IO List ,IO Count, Cable Scope Chart ,Data sheet of various Instruments, Instrument Schedule, IO wiring, JB Wiring, Termination & Laying Details of Cable etc.
- Preparation of Electrical load list,single line diagram, schemetic drawing.
- Document Submission  
Submission of all the above documents concluding E-Transmittal to our Clients like BHEL, NTPC, Punjab State Electricity Board, BGR Energy etc.

#### Project Dept.

- Follow up for the approval of drawing & Documents with the Clients/Customers.
- Maintaining of Files of Projects.
- Status Updation of Ongoing Projects on Daily Basis.
- Co-ordination with the Other teams regd. Projects execution.
- Preparation Of Bill of material.
- Preparation of **MOM's** held with the Clients.

#### Site Co-ordination:

- Collecting daily reports & Status of Sites from our Site Engineer.
- Discuss the status & Issues with Concerned Project Manager & rectify those issues.
- Collecting the Photographs of the work progress & Fabrication Details.
- Co-ordinate with the site person for required & Used material.
- Verify the despatched material with the approved Bill of Material .
- Verify the cable length used in the Site.

#### Marketing Dept.

- Review of technical Specification.
- Preparation of Proposal (Tender).
- Discussion with higher management for finalizing Price of the Tender.
- List out & Costing of the Instruments used in Project.
- Generate the enquiry for Bought out Items.
- Follow up with sub-vendors for the their offers.
- Fill up the Sub supplier Forms & Vendor Registration Forms.
- Preparation of **MOM's** held with the Subvendors.

**Quality Dept.**

- Checking the QAP's of Some Bought Out & self-manufactured Items

**KEY SKILLS & COMPUTER PROFICIENCY**

- As leadership Good Communication and Negotiation Skills.
- Good command on all latest computer software like MS word, Excel, Power Point, Internet etc.
- Good with people, positive attitude.
- Technically proficient, dedicated, enthusiastic, team player.
- Can go that extra mile to attain perfection in my work.
- Always willing to take up responsibilities.
- Adaptable, Hard working, Time conscious, Confident.

**PERSONAL DETAILS**

**Date of Birth** : September 11th, 1990  
**Sex** : Female  
**Nationality** : Indian  
**Languages** : English, Hindi  
**Marital Status** : Married

**Date:** 19/01/2019

(ASHTHA SINGH)