

CV -Cover Letter for Job Application

B.Tech (Electronics & Communication, 7 Years Experienced)

JITENDRA SHARMA

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Dear Sir/Madam,

It is my immense pleasure to submit my job application to your esteemed organization, to contribute my technical skill & experience in the industry.

Review of my credentials will confirm that I am capable of serving as the catalyst for achieving revenue objectives and organic growth through effective contributions.

I understand that working for your organization requires a candidate who is team oriented and is able to deal with people in various departments. I am confident that I possess these skills, which will help me to perform the job efficiently and effectively.

My goal is to transit my enthusiasm, creativity & experience into a position, where I continue to provide the strategic and tactical leadership critical to retaining valued customers of an organization. I am certain that my presence in your team will prove to be beneficial to your organization. As such, I would welcome an opportunity to speak with you to evaluate your needs & share my ideas.

Your prominent review of my CV attached herewith, shall help you to investigate further and I expect your valuable response in this regard.

Thanking you,

Jeetendra Sharma

Jitendra Sharma

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To associate myself with an esteemed organization like you, where I can accept new challenges, use my creativity in work and utilize my skills to the best of professional enrichment in the areas of Project Operations with reputed organization in the PMC Sector.

PROFESSIONAL PROFILE

An outstanding performer having **near 7 years** of experience purely in solar power plant Installation & Commissioning and Quality Assurance ,Project Execution, Management & Co-ordination, Site Management, Contract Management for **On-Grid or Off-Grid Generation projects.**

Presently associated with one of largest solar power MNC Company **Jakson Engineers Ltd.** as a **Sr. Team Member.**

An effective communicator with exceptional relationship management skills with the ability to relate to people at any level of business and management.

Functional skill includes:

- Vendor/Contract Management
- QA/QC Management
- Project Management
- Operation & Maintenance

Jakson Group

Corporate Overview

Jakson Group is an integrated power solutions company offering a range of products and services that help customers effectively meet their diverse needs in a safe and sustainable manner. The company is driven by its core values of building enduring relationships and its vision to be a trendsetter in energy solutions. Our diverse energy solutions portfolio ensures that our customers remain at the forefront, now and into the future.

Jakson operates three key market facing businesses – Powergen & Distribution, Solar and EPC Contracting & Defence. It also has standalone investments in Hospitality and Education sector. Established in the year 1947, Jakson has an extensive presence in India with 2000 employees, 4 manufacturing facilities, 1 Global Training Centre, 22 Sales Offices, 2 Service centres and a wide network of channel partners and dealers. The company also has business operations in Bangladesh and Nepal.

Businesses

Powergen & Distribution Business	Solar Business	EPC Contracting & Defence Business	Hospitality	Education
Diesel Gensets Diesel Power Plants Global Training Center	Solar IPP Solar EPC – Land Based and Rooftop Solar Components Solar Products Solar O & M	Urban and rural electrification Electrical substations Electrical transmission & distribution Metro rail electrification Defence Applications	3 Star Leed Platinum Business Hotel in Phaltan, Pune	Residential Girl's School in Neemrana, Rajasthan K 12 co-educational school in Gurugram, Haryana

IT SKILL SET

- ❖ Operating System: WINDOWS 98/XP, MS OFFICE (MS WORD / MS EXCEL)
- ❖ Programming Languages: C,C++,JAVA
- ❖ PVSyst, Stadd Report, Shadow Analysis

AREAS OF EXPERTISE

Project Planning & Execution

- Transformer Maintenance, Erection & commissioning of Transformers, Inverter and Module etc.
- Preparing the costing sheet and RFQ and float it to our CPD team as well as to vendors to take quotation for finalization of vendor.
- Assisting the design team in preparation of drawings
- Coordinating with different departments of the organization & passing on the information to all hierarchies.
- Ensuring timely work completion & handing over the project to O & M team from the project execution team
- Assisting Procurement Team in selection of correct vendors
- Providing the technical inputs to the BD team, helping them in pricing & also meeting with clients.
- Possess good knowledge of electrical like Generator, AC & DC Motors, transformer Switch Gears like VCB, SF6 & ACB, HT Measurement Equipments like CT, PT, LT Protection Component like Diff Protection Relay. Over Current Relay, Earth Fault Relay, Power Panel, Control Panel, Capacitor Panel, Battery Bank, etc.
- Participating in planning and scheduling site activities to ensure completion of the project within the time and budgetary parameters and for optimizing resource utilization.
- Preparing technical specifications including network parameters, resource & task scheduling, resource deployment and team meetings for reviewing progress of the project.
- Identifying & developing vendors for all infrastructure requirements during roll outs.
- Deploying manpower & plan systems to manage execution of projects on time and as per budgeted parameters
- Ensuring compliance of quality procedures as per standards.
- Preparing BOM for individual sites, formulating new systems & processes for improving efficiency.

Contract Administration

- ❖ Coordinating among consultants, contractors and clients.
- ❖ Interpreting contractual obligations & rights
- ❖ Analysing & executing (Sub) Contracting Works.
- ❖ Evaluating the technical financial problems for reporting to the Management.
- ❖ Ascertaining the best quality, feasibility and price.
- ❖ Assisting in decision making of purchase and implementation thereon.

CAREER HIGHLIGHTS

Since 01st August, 16 to Till now in Jakson Engineers Ltd.

Role: *Sr. Team Member in Project Management.*

Project: 5 MW Rooftop solar power projects for SECI and installed at different sites of CPWD

200 Kwp Rooftop solar power project at National Academy of Costume, Excise and Narcotics, Faridabad, Haryana.

250 Kwp Rooftop solar power project at CGO Complex, Faridabad, Haryana.

210 Kwp Rooftop solar power project at Government of India Press, Faridabad, Haryana.

100 Kwp Rooftop solar power project at Balmer Lawrie & Co Ltd, Asaoti, Haryana.

200 Kwp Rooftop solar power project at Balmer Lawrie & Co. Ltd, Manali, Chennai.

1 MW Rooftop solar power project at at CREST, Chandigarh.

120 Kwp Rooftop solar power project at MIET, Greater Noida, U.P.

100 Kwp Rooftop solar power project at FSI(Foreign Service Institute), Munirka, Delhi.

1000 Kwp Rooftop solar power project at MDU , Rohtak.

100 Kwp Rooftop solar power project at LKCT , Indore,MP.

610 Kwp Rooftop solar power project at 5 different sites of LNCT Group , Bhopal, MP.

100 Kwp Rooftop solar power project at Rishiraj Dental College , Bhopal.

150 Kwp Rooftop solar power project at Chauksey Engineering College, Bilaspur , Chhattisgarh.

400 Kwp Rooftop solar power project at SD Dental College , Mathura, UP.

925 Kwp Rooftop solar power project at 5 different sites of KD Medical College , Mathura, UP.

285 Kwp Rooftop solar power project at Deputy Commissioner office, Reasi, Jammu

500 Kwp Rooftop and Ground mounted solar plant at SKOUST, Srinagar, Kashmir.

400 Kwp Rooftop solar power project at Rama University, Hapur, U.P.

1150 Kwp Rooftop solar power project at 4 different sites of PSIT, Kanpur, U.P.

300 Kwp Rooftop solar project at Oriental University, Indore and Bhopal.
170 Kwp Rooftop solar project at Ananta Medical College, Udaipur, Rajasthan.
300 Kwp Rooftop solar project at G.L Bajaj University, Greater Noida. U.P.

Key Responsibility Areas:-

- Planning, scheduling & execution of work for ensuring completion of Project on time & good quality compliance.
- Take up for site survey and float it to our design team.
- Assisting the design team in preparation of drawings
- Coordinating with different departments of the organization & passing on the information to all hierarchies.
- Ensuring timely work completion & handling over the project to O & M team from the project execution team
- Assisting Procurement Team in selection of correct vendors
- Providing the technical inputs to the BD team, helping them in pricing & also meeting with clients.
- Preparing the Costing sheet and RFQ to raise PR and float it to different vendors to take quotation for selection of vendors.
- Ensure to tracking record of material with the coordination of CPD team for timely delivery of material at site .
- Management & monitoring of team for timely execution of project with good quality norms.
- Directing & controlling contractors for quality execution of work.
- Liaisoning with DISCOM to taking NOC for Net Metering.
- Handling technical & commercial activities related to the project.
- Meeting with the clients to know their requirements & implement in the project accordingly.
- Keeping a track of site execution work.
- Assisting the design team in preparation of drawings
- Coordinating with different departments of the organization & passing on the information to all hierarchies.
- Provide all documents to raise SECI inspection call and ensure to complete SECI inspector visit with their requirement.

Since 23rd Oct, 15 to 27th July, 16 in Sunkalp Energy Pvt. Ltd.

Role: *Project Manager (Project Management)*

Project:

100 KW Solar power project at Vishal Engineers, Palwal, Haryana.
125 KW Roof – Top solar power project of Rajasthan Patrika, Jaipur, Rajasthan.
940 KW Roof-Top solar power project of Mahatma Gandhi Hospital, Jaipur, Rajasthan.
60 KW Roof-Top solar power project of Indian School, Delhi.
57 KW Roof-Top solar power project, Faridabad, Haryana.

Key Responsibility Areas:-

- Project Planning & Scheduling of Solar Roof top Projects
- Meeting with the clients to know their requirements & implement in the project accordingly
- Keeping a track of site execution work
- Assisting the design team in preparation of drawings
- Coordinating with different departments of the organization & passing on the information to all hierarchies.
- Ensuring timely work completion & handling over the project to O & M team from the project execution team
- Assisting Procurement Team in selection of correct vendors
- Providing the technical inputs to the BD team, helping them in pricing & also meeting with clients.

Since 20th April, 14 to 20th Oct, 15 Rays Power Experts Pvt. Ltd. In MW Projects.

Role: *Senior Project Engineer*

Project:

- ❖ **1.5 MW Solar power project at Kolayat Rajasthan**
- ❖ **2MW solar power project Baap, Bikaner.**

In Roof-Top Projects:-

Role: *Assistant Manager*

Projects:

15 KW Roof-Top solar power project of C.M. House Jaipur, Rajasthan.

20 KW Roof-Top solar power project of DGP House Jaipur, Rajasthan.
 300 KW Roof-Top solar power project of Secure Meter Limited Udaipur, Rajasthan.
 450 KW Roof-Top solar power project of NDMC (New Delhi Municipal Corporation), Delhi.
 755 KW Roof-Top solar power project of DMRC (Delhi Metro Rail Corporation), Delhi.
 400 KW Roof – Top solar power project of SKIT college Jaipur, Rajasthan.
 480 KW Roof – Top solar power project of Rajasthan Patrika in Udaipur, Gangapur city & Sikar, Rajasthan.
 200 KW Roof-Top solar power project of Hastkala , Jaipur , Rajasthan.
 1.2 MW Roof-Top solar power project of Kalindikunj Depot (DMRC), Delhi.

25th May-12 to 15th April'14 D.R. Engineers Pvt Ltd

Role: Senior Engineer

Project: 57 MW On grid solar project Vijaypur, Madhya Pradesh.

Client: Mahindra Susten India Private Limited.

Job Profile

- Planning and scheduling activities for whole Solar PV generation unit's setup, as per design and drawings.
- Quality assurance of whole structure and also Check the Quality of Sand, Concrete, Cement in Quality Lab by Equipments.
- Erection & commissioning of Transformers, Inverter and Module etc.
- Resource Planning, handling the team, work allocation, assessment and report progress for daily & overall project requirements.
- Ensuring the timely and cost effective completion of solar farm and grid commissioning of the same.
- Deal with Project planning, various levels of Schedules and centralized site MIS.
- Dealing with Client and Consultant for all process related documentation of handover for work completion etc.
- Planning, scheduling & execution of work for ensuring completion of Project on time & good quality compliance.
- Management & monitoring of team for timely execution of project with good quality norms.
- Directing & controlling contractors for quality execution of work.
- Handling technical & commercial activities related to the project.
- Coordination with contractors to assure work got done in stipulated time period with good quality norms.
- Providing daily progress reports to management & planning section for further action.

Project: 57 MW On grid solar project Rajgarh, Bhopal.

Client: National Thermal Power Corporation (1st –NTPC, 2nd - TATA).

Role: Electrical Engineer

Job Profile

- Quality assurance of whole structure and also Check the Quality of Sand, Concrete, Cement in Quality Lab by Equipments.
- Erection & commissioning of Transformers, Inverter and Module etc.
- Erection & commissioning of structure with civil work (Piling, concreting)
- Ensuring the timely and cost effective completion of solar farm and grid commissioning of the same.
- Deal with Project planning, various levels of Schedules and centralized site MIS.
- Dealing with Client and Consultant for all process related documentation etc
- Proficient in Electrical (Operation & Maintenance) Work.
- Good Liaisoning with E B, dealing with contractors and local villagers.

ACADEMIC CREDENTIALS

	Pursuing M.Tech from Manipal University Jaipur, Rajasthan.
2012	B.Tech (ECE) from Govt Engineering College Jhalawar, with 63.00%
2008	Senior Secondary from Ajmer Board, Rajasthan, With 56.00 %
2005	Secondary from Ajmer Board, Rajasthan, with 70.33 %

PERSONAL DETAILS

Date of Birth : 5th Dec 1990
 Languages Known : English and Hindi

Permanent Address Significant Highlights: Madhuvan Colony Bari Road Dholpur (Rajasthan)