

# **RESUME**

## **Anand Saraswat**

**Mob:** +918109486808/+919999864528

**Email:** [saraswatanand91@gmail.com](mailto:saraswatanand91@gmail.com)

### **Career Focus**

Intended to build a career in prosperous & challenging environment with committed and dedicated people.

### **Brief Overview**

**More than 4 years' experience in Project Engineering & Management**, an Efficacious Communicator possess good presentation & soft skills with honed project management abilities and a quick learner who always ready to gather new knowledge & responsibilities, also possess analytical & inter- personal skills of leadership, team work, quality enhancement, process improvement, budgeting and public relation. Besides all this in software also having knowledge of C-language, MS-office, power-point etc.

### **Career Profile**

Working with **BAJAJ ELECTRICALS LTD.** Since Feb.-2014 & currently serving as Territory Execution Incharge.

**Miscellaneous Projects:** SITC job of various lighting projects, High Mast & Flag Mast projects, Stadium lighting, street lighting, solar lighting etc. at Delhi NCR for various clients like Siemens/DMRC/HPCL/NTPC/Shapoorji Pallonji/Municipal Authorities/PWD etc.

**Position:** Engineer in-charge.

**Duration:** Sept. 2017 to Present

#### **Responsibility:**

- ☐ Costing, drawings approval.
- ☐ Resource Planning, financial planning, execution planning and coordination with Client/vendor for successful SITC of any project.
- ☐ Signing of various protocols through client like as Material Receiving Receipt, Commissioning & Hand over Protocol, completion certificate etc.
- ☐ Reconciliation, Billing & follow-up for Payment Collection.
- ☐ Vendor Development, vendor payment.
- ☐ Full Fill statutory compliances.

**Achievements:** Successfully handed over the projects and collection of respective payable amount.

**Project3:** South Delhi Municipal Corporation LED Street Light Project under guidance of EESL.

**Position:** Area Incharge

**Duration:** Aug. 2015 to Sept. 2017

#### **Responsibility:**

- ☐ Team leader & ensure that the project team understand all aspects of contract, relating to their respective responsibilities.
- ☐ Manage site survey work & make their reports verified through client.
- ☐ Arrangements of local store.
- ☐ Material management at site store i.e. preparation of SAR, verification through client & dispatch.
- ☐ Planning & Execution of installation work for 30000 LED luminary along with their commissioning.
- ☐ Lux Measurement for previous & new installed luminary in presence of client.
- ☐ Manage **installation work of GPRS based control panels for establishing of Centralized Control & Monitoring System** for luminary.
- ☐ Liaising with Client, Councilors, local leaders and public.
- ☐ MIS reporting & signing of various work reports through client for billing purpose.
- ☐ To prepare own billing documents along with certification & processing of vendor bills.
- ☐ Budgeting

- ☐ To maintain site expense.
- ☐ Monitoring of Complaint handling system & team for maintenance.
- ☐ Full Fill statutory compliances.
- ☐ Vendor development.

**Achievements:** Successfully handed over the project and lead the team while being a junior person of team.

**Project2:** JSPL Raigarh

**Position:** Quality Engineer

**Duration:** 1 Month (March-2015)

**Responsibility:**

- ☐ Quality check of steel beam & channels as per given specification.

**Project1:** O.P. Jindal Super Thermal Power Plant, Tamnar, Raigarh

**Position:** Engineer

**Duration:** Feb-2014 to July-2015

**Responsibility:**

- ☐ To ensure the quality work of plant lighting, conduit laying, cable laying along with cable tray installation.
- ☐ Installation, testing & commissioning of lighting transformers.
- ☐ Installation, commissioning & operation of distribution boards.
- ☐ Erection & commissioning of street light poles along with buried cable laying.
- ☐ Signing of various quality & execution work protocols through client.
- ☐ To prepare monthly target report & respective daily progress report.

**Achievement:** Successfully hand over of execution work.

#### **Academic Credentials**

- ☐ B.E.(Hons) from Govt. Engineering College, Ujjain M.P. with **75.81%**
- ☐ Higher Secondary-A.I.S.S.C.E from CBSE board with **70.6%.**
- ☐ High school - H.S.S.E from MP board with **84.2 %.**

#### **Personal Details**

Date of Birth : 8<sup>th</sup> July, 1991

Marital Status : Single

Language Known : English, Hindi

Nationality : Indian

Contact Address : G/67, MOHINI SAGAR COLONY, SHIVPURI, M.P. - 473551

I hereby declare that the information furnished above is true and to the best of my knowledge.



**Er. Anand Saraswat**