

Executive Summary:

A Competent Professional with 6 years of rich experience in Project Quality Assurance, Project Co-ordination, Procurement support, Material Management, Site Management Work and Execution of Projects.

Salient points on Expertise:

- Project co-ordination & execution
- Project quality assurance & quality control
- Project adherence to the timeline & schedule

EMPLOYMENT HISTORY (Starting with Current Employment) :

Company	:	RAVI Renewable Energy & Lighting India Pvt Ltd.
Current Designation	:	Assistant Manager – Solar Projects
Duration	:	12 Months [24.07.2017 – till date]

Role and Responsibilities:

- Interactions & technical discussion with supplier, client & consultant.
- Preparation of detailed project plan.
- Inspection of solar PV cell, pre-fabricated module mounting structure, inverter, cables etc.
- Guiding team on site survey, site feasibility and complete execution.
- Finalization of scope of work with the clients before start-up of projects.
- Co-ordination with designing team for approval on drawings for clients.
- Approval of contractor bill as per site work measurement, quality standard and purchase order.
- Keeping track of billed and unbilled job of contractor & client.
- Complete co-ordination with Procurement Team for timely delivery of material at site.
- Keeping track of material reconciliation (Material issued and balance quantity) for all project work.
- Procurement Co-ordination with vendor and client.
- Monitoring and ensuring that execution & testing activity shall be done as per Installation standard & contract specification.
- Liaisoning with local authorities and interaction with all stakeholders for smooth operations.
- Manage the project on a daily, weekly & monthly basis.

Project Undertaken:

1. 850 KW Rooftop Grid Connected Solar System, BSNL for Coimbatore and Chennai.
2. 7 MW Ground Mounted Grid Connected Solar System, Modern India Ltd. for Satara, Maharashtra.
3. 5 MW Rooftop and Ground Mounted Grid Connected Solar System, BPCL for Maharashtra and Tamil Nadu.
4. 800 KWp Rooftop Grid Connected Solar System, SECI for Uttarakhand.
5. 200 KWp Rooftop on Grid & off Grid Connected Solar System, WRD (Water Resource Department) for Guwahati.
6. 1 MW Rooftop Grid Connected Solar System, NSEZ for Noida.
7. 30 KWp Rooftop Off Grid Connected Solar System, Bal Prada Herbal Wellness Pvt Ltd. For Moradabad

8. 1190 Nos Solar Irrigation Pumps, CREDA for Chhattisgarh.

PREVIOUS WORK EXPERIENCE

Company : Ozone Plant Design Services Pvt Ltd.
Designation : Electrical Engineer
Duration : 3 Yrs. 02 Months [11.05.2014 – 23.07.2017]

Role and Responsibilities:

- Dealing all quality related issue with clients/ consultants/ planning monitoring.
- Preparation of all checklists as per tender specification.
- Procurement Co-ordination.
- Preparation of micro planning/Schedule.
- Handling project progress meeting with client.
- Compilation of project document dossier for final handover of system.
- Monitoring Construction activities at site in context to resources mobilized, quality work processes adopted and adherence of time lines and schedule.

Project Undertaken:

Sr. No.	Client	Capacity (kWp)	Duration (Months)	Location	Role
1	Haarslev	600	2.5	Maharashtra	Quality Engineer/ Project Co-ordination
2	RS Auto Sales	800	4	Uttar Pradesh	Quality Engineer/ Project Co-ordination
3	Wasco	300	6	Rajasthan	Quality Engineer/ Project Co-ordination
4	IOCL	200	3	Mathura Refinery	Quality Engineer/ Project Co-ordination
5.	Mercedes Benz	700	3	Maharashtra	Quality Engineer
6.	UB Group	200	3	Maharashtra	Quality Engineer

Earlier Project Executed (Oil & Gas):

1. Worked as Project Engineer for Haarslev 600T Fish Meal Plant, Ratnagiri.
2. Worked as Project Engineer for 15 No's Pre-fabricated E-House 33KV Modular Substations (Mangala fields), Cairn India Limited.

Company : Leighton Welspun Contractors Pvt. Ltd.
Designation : Engineer- QA/QC
Duration : 2 yrs. [02.07.2012 to 10.05.2014]

Role and Responsibilities:

- Project planning, scheduling and coordination with client & PMC.
- Reviewing the contractor document like ITP & Procedure for all site construction, Pre-commissioning & Commissioning activity.
- Co-ordination with Vendor /construction site for resolution of non-conformity.
- Reviewing test certificates & providing quality clearance for a product, maintaining quality records.
- Coordinating of vendor inspection report and giving the dispatch clearance after getting the release note.
- Inspection of various electrical construction activities like switchgear installation, Transformer installation, cable tray installation, cable laying, cable termination.
- Conduct PMC inspection at site for all electrical construction activity.
- Ensuring Inspection of incoming electrical equipment at site and get it cleared from client.
- Carry out inspection of Electrical & Instrumentation items at vendor's/sub vendors works as per ITP/ QCP and other contract documents.

- Conducting final inspection of electrical and instrumentation installation prior to system handover punch listing.
- Compilation of project document dossier for final handover of system.

Project Undertaken:

1. **Project Name** : EPC-2 Power generation and Distribution Works
Role : Quality Engineer- E&I
Period : 2 Years

Project Summary

EPC projects at Mangala Processing Terminal (MPT- Brown Field) which covers Heavy Equipment erection (Static/Rotary), HCFM 115TPH boilers (02 No's) including economizer, boiler feed water pumps with one condensing 12 MW Steam Turbine Generator, integral piping, associated HP Steam piping from Boiler to Steam Turbine, Electrical sub-stations, Condensate Treatment units, Injection water Filters/Heaters, booster pump , pipe and cable racks and Integrated balance works which Covers heavy structure.

Academic:

- B.Tech (2008-2012) – Electrical and Electronics Engineering with 69.3%, RTU, Kota.
- S.S.C – 12th (CBSE-2008) – Science
- H.S.C – 10th (RBSE-2006)- Science

Computer Skills:

- MS Office package, Spreadsheets

Personal Details:

Name : Rajat Gupta
 Date of Birth : September 27, 1990
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I hereby declare that the above details are correct and true to best of my knowledge.

Thanking you,
 Rajat Gupta

Place : Gurugram