

## CURRICULUM VITAE

**Girish Kathpalia**

**Sr.Engineer  
B.Tech (EEE)**

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**Objective :** To connect with a business environment where my professional experience can be employed to attain a mutual goal within the organization.

### Experience:

**Organization :** **A3M Contracts India Pvt. Ltd.**

A3M Contracts India Pvt. Ltd. is a firm based on civil and electrical supply and services related to Data Centre Construction Contracts in PAN India.

<b>Designation</b>	Sr. Engineer (Procurement)
<b>Period</b>	February 8, 2019 till date

### Job Profile as Sr.Engineer (Procurement)

- ☐ Purchasing required items as per BOQ for site wise projects in PAN India.
- ☐ Discover profitable suppliers and initiate business and organization partnerships.
- ☐ Negotiate with external vendors to secure advantageous terms.
- ☐ Approve the ordering of necessary goods and services.
- ☐ Finalize purchase details of orders and deliveries.
- ☐ Track and report key functional metrics to reduce expenses and improve effectiveness.
- ☐ Track all invoices raised against delivered material on various sites.
- ☐ Techno commercial documentation and payment closure.

**Organization :** **JS Renewable**

**JS Renewable** is young and dynamic company in Solar Power EPC and renewable energy solutions. The core competency is electrical and civil scope in ground mounted solar projects across PAN India.

<b>Designation</b>	Engineer (Project Execution)	Sr. Engineer (Management)
<b>Period</b>	December 2015 to February 2017	March 2017 to Jan14 2019

### Job Profile as Sr.Engineer ( Management )

- ☐ Liasoning with clients regarding project execution and billing process.
- ☐ Expense management, payment clearance at site related to company activities.
- ☐ Planning and execution of projects as scheduled by Director on daily basis.

### Job Profile as Engineer (Project Execution)

- ☐ Assess potential solar installation sites to determine feasibility and design requirements.
- ☐ Plan and coordinate installations of photovoltaic (PV) solar systems to ensure compliance.
- ☐ Prepare solar techno commercial project proposals, quotations and presentations.
- ☐ Purchase and procurement of machinery, tools and allied items required at sites in PAN India.

**Organization :** **Microtek International Pvt. Ltd.**

**Microtek International Pvt. Ltd.** is the country's largest power products manufacturer having products like line interactive ups, online ups & sine wave and inverters.

<b>Present Designation</b>	<b>Engineer - Purchase (Trainee)</b>	<b>Engineer – Purchase</b>
<b>Period</b>	Oct 2010 to Aug 2012	Aug 2012 to Feb 2015

### **Job Profile as Engineer (Purchase)**

- ☐ Relationship management with existing and new vendors.
- ☐ Payment and procurement follow up ensuring timely delivery of requirements in plants..
- ☐ Maintain database of existing clientage and dealership.

### **Job Profile as Trainee (Purchase)**

- ☐ Purchase of technical requirements from plants, timely delivery.
- ☐ Prepare analysis of rates from various vendors, get approvals from senior executives.
- ☐ Purchase order generation and payment scheduling.
- ☐ Comparative study about competition in market regarding company dealership.

### **Professional Training:**

- ☐ 'Electrical Machines Manufacturing' at Ranipat-Haridwar from June 2009 to July 2009.
- ☐ 'Dotnet on C#' organized at HMRITM-Hamidpur from June 2008 to July.2008.
- ☐ 'Solar PV Installation and Maintenance Course from Smart brains Noida (PMKVY) from September 2015 to October 2015.

### **Educational and Professional Qualification:**

**Qualification : B. Tech EEE, Certificate in Solar PV Installation & Maintenance**

<b>Exam</b>	<b>MM-YYYY</b>	<b>%age</b>	<b>Remarks</b>
Solar PV I&M Course	09-2015	-	National Skills Qualification Framework Level-4
B. Tech EEE	06-2010	74.5	76% - Autocad, 80% - Electrical Measurement
Higher Secondary	04-2006	71.4	74% - Mathematics, 75% - Engg. Drawing
High School	04-2004	80.8	84% - Mathematics, 68% - English & 82% - Hindi

### **I.T. Skills:**

- ☐ Proficient in MS Word, Excel, Power-point and internet applications.

### **Personal Details:**

Date of Birth : 08<sup>th</sup> August 1988  
 Marital Status : Unmarried  
 Languages known : English & Hindi.  
 Father's Name : Sh. Suresh Kathpalia  
 Nationality : Indian  
 Hobbies : Listening music, watching videos

I do hereby certify that the above information is true and correct in the best of my knowledge and belief.

**Place: New Delhi**

**Girish Kathpalia**