

COVERING LETTER

**To:
The Manager,
H.R Department,**

Sir / Madam,

I would like to introduce myself to your company and have attached my resume for your kind perusal. I am an Electronics Engineer (B. Tech) presently seeking a job in your esteemed concern commensurate with my qualification.

I understand myself as a hardworking, dedicated and committed person with a metropolitan character and sense of humor. I easily adapt to any environment and have the ability to work independently and in team environment.

I request you to give me an opportunity to work in your esteemed concern and I assure you to dedicate my efforts for the mutual benefits for the firm as well as myself.

I would appreciate the opportunity to meet with you to discuss my application and look forward to hear from you soon.

Thanking you
Yours sincerely
POOJA GUPTA
8860381325

RESUME

POOJA GUPTA

SEC-36 NOIDA (U.P.)

Mob. 8860381325 Mail id:- poojagupta1567@gmail.com

Upgrading self by utilizing hands on experience which eventually benefits to organization and assist in achieving mutual goals set.

Strength

- Ability to work as an individual as well as a team player with communication skills & proficiency at grasping new concepts quickly, utilizing the same in a productive manner within the stipulated time.
- Self-Motivated & keen learner.
- **Experience: 3 Years Experience as Electrical Design Engineer in Auto-CAD, Costing & Estimation of L.T Panel manufacturing company in the L.T., MCC, PCC, APFCR, Distribution Panel & their SLD's.**

Previous Experience

➤ Company Name	INTEGRO ENGINEERS (P.) LTD.
➤ Designation	Electrical Design Engineer
➤ Experience	1 Year 5 Month, From November 2014 to April 2016.

Job profile included the following activities:-

- Designing of **ELECTRICAL HEAT TRACING SYSTEM** .
- Designing of **ELECTRICAL PANELS**.
- Prepare **TECHNO-COMMERCIAL OFFER** for electrical heat tracing systems and electrical panels
- Design EHT System BOM for tank and plant pipeline.
- Developing a strong relation with quality and production.

Present Experience

➤ Company Name	E-FAB POWER CONTROL (P.) LTD.
➤ Designation	Electrical Design Engineer
➤ Experience	1 Year 5 Month From June, 2016 to Till Date.
➤ Software worked on	Auto-CAD, Microsoft Office.

Job profile included the following activities:-

- Preparation of **Single Line Diagram** of Panels.
- Conceptualizing of **Earthing & Lightning Protection** design; performing **calculations & preparation of layout** for the same as per IS 3043 and IEEE-80.
- Preparation of **Standard Drawings** for Power, Internal & External Lighting Fixtures, Street Light Poles, JB's & Cable Trays.
- Coordination with client, consultants and vendors for approval.

Project Details:	
Project Name	Omaxe City Project at Lucknow, Faridabad, Baddi, Mullanpur, Rohtak, Bhiwadi, Faridabad, Bahadurgarh & Jaipur.
Client	Omaxe Limited
Designation	Electrical Design Engineer
Scope of Work	Plant SLD, GA & Costing for LT, PMCC, MCC, FP, DCDB, ACDB, MLDB, MPDB, SLDB, ESLDB

Project Details:	
Project Name	DRDO Project at Lucknow, Gujrat, Aasam, Jaipur
Client	Clymate Control Pvt.Ltd.
Designation	Electrical Design Engineer
Scope of Work	Plant SLD, GA & Costing for LT, Capacitor Panel, PMCC, MCC, FP, DCDB, ACDB, MLDB, MPDB, SLDB, ESLDB

Project Details:	
Project Name	Capacitor & Main L.T.Panel
Client	ITS Engg. Management & Medical College in Gr. Noida, Morad Nagar & Ghaziabad
Designation	Electrical Design Engineer
Scope of Work	Plant SLD, GA & Costing for LT & MCC Panels

Project Details:	
Project Name	AIIMS HSCC Project at AIIMS Delhi
Client	ASK Engg.
Designation	Electrical Design Engineer
Scope of Work	Cable Tray Sizing, Design & Installation detail of Power layout & Cable Tray layout & Lighting.

Project Details:	
Project Name	RML Hospital & Rites Electrical Project at Delhi
Client	AIRWAVES Engg. Pvt. Ltd.
Designation	Electrical Design Engineer
Scope of Work	Plant SLD, GA & Costing for LT, MCC, FP, ACDB, MPDB

Academic Profile	
➤ Graduation	B.Tech in Electronics Engineering from ANAND ENGINEERING COLLEGE, AGRA (Affiliated by U.P.Technical University, Lucknow) in 2014.
➤ 12th	S.G.M Inter College (U.P Board), Fatehabad.
➤ 10th	B.D.M Degree College (U.P Board), Fatehabad.

Personal Information			
Father's Name:- Shri Mahavir Prasad Gupta		Permanent Add:- Shri Mahavir Prasad Gupta Cloth Merchant Sadar Bazar Fatehabad Agra	
Date Of Birth	10-Apr-1992	Languages known	Hindi, English
Marital Status	Single	Nationality	Indian
Hobbies	Net Surfing, Reading Books, Listening Music.		

Date:

Place: Noida

POOJA GUPTA