|  |  |
| --- | --- |
| **Naveen Kumar** | Flat no: 101, Basant Kanan Vihar  download (1).pngdownload.pngAnishabad, Patna, Bihar 800002  Contact: [naveen25867@hotmail.com](mailto:naveen25867@hotmail.com) 09527292520 |

# Professional Synopsis

* Operation and Maintenance Professional with B.Tech. in Electrical Engineering and having 9 years and 8 months of diversified experience in Solar Power EPC and Power Transmission & Distribution (PTD) Domain.
* Proficient in Solar Projects, T&D Projects, Vigilance assessment, Transformer Testing, Cable Testing, Conductor Testing, Metering cubical, Management Information Reporting, BOQ Preparation, BOM Preparation, Contractor Evaluation.
* Expertise in addressing Customer Complaints, Team co-ordination & Monitoring, conducting Improvement Projects to reduce site material failures, Supplier & Contractor Performance evaluation, onsite & classroom Training & Development.

# Professional Experience

|  |  |  |
| --- | --- | --- |
| **Company Name** | **:** | Fourth Partner Energy Pvt Ltd – Gurgaon - Haryana |
| **Company Profile** | **:** | Fourth Partner Energy operates as a renewable energy service company that engages in developing, building, and managing a portfolio of de-centralized solar power assets in India. The company handles various stages of a solar project from financing, design, engineering, and project installation. it also provides Engineering, Procurement and Construction (EPC) services to other solar power developers as well. |
| **Designation** | **:** | Manager |
| **Period** | **:** | 02-July-2018 to till date |
| **Job Description** | **:** |  |
| * Managing the project team, organize approval of design documents from the client, preparing project BOM and plan dispatch schedule of material as per BOM. * Coordinating between Project Management Office (PMO), Senior management and clients, keeping track of progress of projects, MIS reporting, streamlining processes & improving efficiency. * Facilitate the development and acceptance of the project objectives. Develop Compressive project plan that covers all project related areas such as time management, risk management, quality management. Execute a successful handover of project outputs. * Installation and commissioning of solar power plant as per PO term, Maintaining execution record of project. * Assist in vendor finalization for project execution within the defined costing by management. * Prepare the project execution Plan and organize approval from the client. * Track day to day progress of the project and timely report the deviations, if any. * Collect and verify all the statutory documents like ESI, PF and Insurance policy from the vendor. * Ensure 100% accident free execution of the project. * Managing and developing vendors, ensuring proper HSE process like protective clothing, safety shoes, helmet, safety belt, gloves available with workers during execution of the project. * Coordinating with the service team and plan handing over of the solar power plant to client and service team. * Participate in internal improvement initiative, Conduct periodical training to project personnel for continuous improvement in project quality, execution timeline and cost. * Participate in process improvements projects like Site Materials Failure reduction, Cost Saving. * Prepare Management Information reports on weekly, Monthly and Yearly basis. | | |

|  |  |  |
| --- | --- | --- |
| **Company Name** | **:** | Torrent Power Ltd – Bhiwandi –Maharashtra |
| **Company Profile** | **:** | Torrent Power is one of the leading brands in the Indian power sector. With an all-round experience in generation, transmission and distribution of power. It’s a most efficient utility company in the country. Torrent distributes power in the cities of Ahmadabad, Surat, Gandhinagar and Dahej SEZ as licensee and as a franchisee in Bhiwandi and Agra. |
| **Designation** | **:** | Senior Executive Engineer |
| **Period** | **:** | 8-Nov-2013 to 30-June-2018 |
| **Job Description** | **:** |  |
| * Operation and Maintenance of Overhead and Under Ground distribution network for unscheduled Power shut down, Extending System Life and providing safe functional system. * Implementing project plan within dead line and defining best practices for project support and documentation. * Supervision of site for quality and safety check during pole erection, cable trench preparation, cable laying, cable saddling, conductor stringing, transformer installation, cable jointing and termination. * Identify area of obstruction, breakdowns and taking steps to rectify the area of concerns through predictive maintenance practice. * Address customer complaints, Impart solutions and set process monitoring & Controls. * Identifying areas of obstruction/ breakdowns and taking steps to rectify the area of concern through predictive maintenance practices. * Reduce workmanship error at site to avoid power failures and also to reduce technical losses. * Scheduled maintenance of distribution transformer on half yearly and quarterly basis monthly basis. * Attending oil leakage of distribution transformer. * Scheduled maintenance of pole and transformer earthing on quarterly basis. * Inspection of materials at stores/Site/Supplier End and issue usage decision. * Carry out Technical offer evaluation and issue recommendations to purchase dept. * Give Training on SOP (LT/HT/DTC), Cable Jointing, Good Earthing Practice, Good Practices to front end work team. * Participate in process improvements projects like Site Materials Failure reduction, Cost Saving, Site Work NC reduction, Inward materials defect reduction. * Submit Management Information reports to HOD. | | |

**Previous Employer**

|  |  |  |
| --- | --- | --- |
| **Company Name** | **:** | Intercontinental Consultants and Technocrats Pvt. Ltd. Gwalior (MP) |
| **Company Profile** | **:** | Intercontinental Consultants and Technocrats Pvt. Ltd is a leading international consulting organisation specialised in Highways, Structures, Airports, Urban and Regional Infrastructure Development, Water Supply, Water Resources Development and Management, Traffic and Transportation, Ports, Institutional Strengthening and capacity Building, and Socio-Economic and Environmental impact Assessment. |
| **Designation** | **:** | Sr. Engineer (Site) |
| **Period** | **:** | Dec-2011 to Nov-2013 |
| **Job Description** | **:** |  |
| * Planning, organizing and controlling the activities of Low Tension, High Tension & Distribution Transformer in power distribution. * Installation and Commissioning of 11kV additional bay in existing 33/11 kV substation. * Commissioning of Distribution Transformers, Drop out fuse, Lighting Arrester, AB Switch, Stringing of conductor & AB Cable * Operation and maintenance of Distribution transformer and testing of transformer. * Handling of labors, Surveyors, Supervisor, Site engineer, Sub contractors on site, implementation of Manpower plans. * Implementing project plans within deadlines and defining best practices for project support & documentation. * Job completion with time management for better client satisfaction. * Providing Service Connections to domestic & commercial consumers. * Participate in process improvements projects like Site Materials Failure reduction, Cost Saving, Process Optimization, etc. * Preparing BOQ’s & Proposal of Drawing. | | |

**First Employer**

|  |  |  |
| --- | --- | --- |
| **Company Name** | **:** | **Oswal Cable Pvt. Ltd - Rajasthan** |
| **Company Profile** |  | Oswal Cable Pvt. Ltd is specializing in turn-key solutions as Engineering, procurement and construction company in the field of roads, railway and power. They provides complete spectrum of services for distribution of power to rural areas. |
| **Designation** | **:** | Site Engineer |
| **Period** | **:** | Aug 2009 to Dec 2011 |
| **Job Description** | **:** |  |
| * Planning, organizing and controlling the activities of Low Tension, High Tension & Distribution Transformer in power distribution. * Installation and Commissioning of 11kv additional bay in existing 33/11 kv substation. * Commissioning of Distribution Transformers, Drop out fuse, Lighting Arrester, AB Switch, Stringing of conductor & AB Cable * Operation and maintenance of Distribution transformer and testing of transformer. * Handling of labors, Surveyors, Supervisor, Site engineer, Sub contractors on site, implementation of Manpower plans. * Implementing project plans within deadlines and defining best practices for project support & documentation. * Give inputs to new joiner for development. * Job completion with time management for better client satisfaction. * Providing Service Connections to domestic & commercial consumers. * Preparing BOQ’s & Proposal of Drawing. | | |

# Academic Qualification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **University** | **School/College** | **Year of Passing** | **Percentage** |
| B.Tech in Electrical Engineering | B.P.U.T. | Dhaneswar Rath Institute of Engineering & Management Studies, Cuttack, Orissa | 2009 | 64.2 % |
| I.Sc | B.I.E.C. | B.D. Evening college, Patna, Bihar | 2003 | 61.44 % |
| 10th | B.S.E.B. | Patna High School, Patna, Bihar | 2001 | 70.45 % |

# Personal Profile

|  |  |  |
| --- | --- | --- |
| Name | : | Naveen Kumar |
| Father’s Name | : | Sri Mankeshwar Prasad Verma |
| Date of Birth | : | 01/01/1986 |
| Marital Status | : | Married ,1 daughter |
| Languages Known | : | English, Hindi |

|  |
| --- |
| Declaration: |
| I hereby declare that the above mentioned particulars are true to the best of my knowledge. |
| ***Naveen Kumar*** |