Dear Sir/Madam,  
  
With reference to your recent advertisement seeking a position in Electrical Engineer for your organization, I believe that I have all the qualifications that are required for this job role, and attached is my resume for review.  
  
I have completed my Graduation (B. Tech.) in Electrical & Electronics Engineering from Uttarakhand Technical University, Dehradun, in the year of Aug’ 2012. I have an experience of 5+ years in this industry.    
  
My key expertise lies in the areas of:  
• Project Execution  
• Project planning and coordination at site level  
• Client and consultant relationship  
  
Following are few highlights of my experience that matches with the objectives that you are seeking:  
• Experienced Power Transmission and Distribution Engineer  
• Specialized in R&M of Distribution Substations   
• Proficient in Erection, Testing and commissioning of lines  
  
I am confident that you will find my confidence and enthusiasm for innovation extremely resourceful.  
  
I look forward to discussing your objectives and how I can help in accomplishing them.  
  
Yours sincerely,

Girish Chandra Joshi

Ph. No: +91-9161689705

Email: [girishjoshi121@gmail.com](mailto:girishjoshi121@gmail.com)

**SUMMARY:**

Over 5+years of experience in Project Coordination, Pre-Commissioning, Operations, Maintenance and Resource Management. Presently associated with **M/s NCC Limited, as Asst. Engineer – Electrical.** Proficiency in managing projects operation, distribution system and operation & maintenance of various equipment for reducing downtime and enhancing operational effectiveness of equipment.

Adept in managing pre-commissioning activities involving resource planning, in-process inspection, team building and co-ordination with internal / external departments. **Proven track record in implementing cost saving measures to achieve substantial reduction in terms of raw materials, manpower and machine utilization.** An enterprising leader with proven dexterity in leading and directing personnel towards accomplishment of a common goal. **Adept in maintaining the flow of work between departments and resolving departmental conflicts.**

**OBJECTIVE:**

To pursue a career in the field of “Electrical Engineering” and updating the knowledge as a successful engineering professional by offering my dedicated service to the organization.

**EXPERIENCE:**

Having **5+years** of work experience of **Electrical Engineer** in Distribution systems, Operation & Maintenance. Good understanding of Electrical & Civil Drawings and Planning of Projects, Operations & Maintenance and Project planning.

* Ensures that Contractors / Vendors carry out his work according to the contract.
* Ensures quality of work carried out by the contractor.
* Ensures Contractor remains within the time schedule and contract cost regarding all aspects.
* Check contracts safety procedure regarding Electrical erection and start up.
* Concentrates on contractor’s action, exclusively on site and site related activities.

**EDUCATIONAL QUALIFICATION:**

* B. Tech. (Elect. & Electronics) from UT University - Dehradun in the year of Aug’2012.

**CORE COMPETENCIES:**

* Projects / Team Management
* Analytical Skills
* Troubleshooting skills
* Multitasking skills
* Motivational skills
* Communication skills
* Client Management

**ROLES & RESPONSIBILITIES:**

* Responsible for the Town / City survey and HT & LT Lines survey and Preparation of SLD & BOQ as per TS.
* Preparation of as build Drawings.
* Erection of LT and HT Poles & Line Stinging and DTRs Installing.
* Supervision of LT Service& energy meters Connections.
* Preparation of Completion Report and Handed Over Document.
* Preparation of Reconciliations statement.
* Responsible for the Earthing work of all types & capacities of DTRs.
* Supervising cable Laying, termination, testing activities and other activities up to voltage class of 33 KV.
* Attending site meetings
* Internal auditing verification of qualify records and follow up of corrective action at projects site
* Identification investigation resolution and close out of nonconformities.
* Preparing Weekly report, Daily report and submit to client.
* Preparation of Sub contractor’s measurement sheets, Billing etc.
* Preparation of bill and measurement sheets.
* Drawing Approval follow up with client.
* Planning & Allocation of Man power.

**PROJECT UNDERTAKEN:**

1. R-APDRP – Part – B – Jhansi – DVVNL
2. FSP – Gwalior - MPMKVVCL
3. DDUGJY – 12th Plan – Part – A- Auraiya, DVVNL

**PREVIOUS EMPLOYERS:**

|  |  |  |
| --- | --- | --- |
| Sl. NO | Name of Company | Durations |
| 1 | JRA Powergen LLP, Noida | 03rd Oct. 2012 – 14th Mar. 2016 |
| 2 | SGS India Pvt. Ltd., Bhopal | 15th Mar. 2016 – 30th Sept. 2016 |
| 3 | NCC ltd | 03rd Oct. 2016 to till date |

**LANGUAGES KNOWN:**

Hindi & English.

**PERSONAL INFORMATION**:

Name : Girish Chandra Joshi

Father’s Name : K D Joshi

Date of Birth : 10th Aug. 1990

Marital Status : Single

Passport : Yes

**DECLARATION:**

I hereby declare that the information furnished above is correct and true to the best of my knowledge. References shall be produced upon request.

Date:

Place: Auraiya **Girish Chandra Joshi**