C.M.SONAM

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Summary:

* Accomplished and proactive Document Controllers & Data analyst with Four years of experience in Solar industry, GIS data analysis & Website Management, Customer Support.
* Looking for opportunity to work in Energy Sector as Electrical Engineer to explore my skills and knowledge.
* To be associated with professional organization whereby, contributing to its growth, productivity and development, with the best of skills and capabilities, I get commensurate career development opportunities and job satisfaction.
* Customer oriented, enthusiastic and persistent professional with diversified experience in achieving customer satisfaction as well as meeting company expectations.
* As a team member, the ability and desire to work cooperatively with others.
* Core competencies and professional strengths include:

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| --- | --- | --- |
| * Report Preparation * Personal Oversight * Persuasive Communication | * Process Improvements * Documentation * Website Management | * Data Analysis * Sports Documentation * GIS Mapping |

Achievements:

* Received "Star Of the month Award"in the year 2012-13.
* Received "Service Excellence Award" in 2013.
* Awarded as role model of my department at college level.
* Active participation in sports and other competitions and received applauds.

Various Field Experiences:

Packages: AutoCAD Software, MS Office, Windows7 , GPS Tool .Mapping,CRM.

Languages known: Malayalam, Hindi, English, Telugu, Tamil

Education:

### [**Vignans Institute of Management and Technology for Women**](https://www.google.co.in/url?sa=t&rct=j&q=&esrc=s&source=web&cd=3&cad=rja&uact=8&ved=0CC0QFjAC&url=http%3A%2F%2Fwww.way2college.com%2FVignans-Institute-of-Management-and-Technology-for-Women.htm&ei=T3-pU7PYHcSJuATrrIFY&usg=AFQjCNHjJzAcDdAiFkjIh47FGhoG78TCAg&sig2=nFwCd1vXNkvLmsmAF0YkSw&bvm=bv.69620078,d.c2E)**, Hyderabad.**

76% in Bachelor of Technology, Electrical and Electronics Engineering, 2008– 2012

Professional Experience:

Document Controller & Solar Design Engineer at Vikram Solar Private Limited ,Kolkata ,West Bengal

From Nov 16 – Present

Job Description:

Currently Working in Solar Industry As a “Solar PV Systems Engineer & Document Controller”, and I am responsible for technical and engineering activities, processes and Document Controlling including designing, Drawings ,Drafting, Layout Preparation, Vendor Coordination, Technical Specification preparation for KW & MW Solar PV system.

Key Responsibilities:

* Engineering Deliverable monitoring and scheduling, Drawings & Document Submission to Clients and providing feed back to concern departments.
* Coordination and Constant Communication with Vendors/Customers for execution of project,  
  package review meetings and approval.
* Planning of project tasks and resource requirements for the project.
* Managing manpower and disturbed workloads in to different departments.
* Preparation of Project Report and Master Deliverable document preparation.
* Responsible of BOQ/ BOS /MNRE / CEIG Drawings Submission to respective departments’ coordination.
* Handling Different projects status and monitoring, report presentation.
* Develop full suite of engineering drawings using AutoCAD, SLD, AC connection drawings, electrical room layouts, stringing layouts, combiner plans, Cable Scheduling etc.
* Understanding Tender documents requirement and providing technical synopsis.

Data Analyst at Global Logic Technologies Limited, Jubilee Hills, Hyderabad.Telangana

From June 2015 – August 2016 (1 Year 3 Months)

Job Description: Data Analyst for GIS (Geographic Information System) cartographer to collect Building digital databases, gathering and verifying information in the field as well as applying and analyzing this information to solve problems for Global Mapping.

Client: [Google India Private Limited](https://www.naukri.com/search?xz=8_0_4&src=seo_srp&sid=14762842851071&xp=1&qp=google+maps&srcPage=s&f=061016500503&isMobile=0&date=2016-10-12+20%3A29%3A17&qv=061016500503&xt=saponline&qc=1430352), Hi-tech City, Hyderabad.

Responsibilities:

* Desk-based data capture (digitizing) to convert paper maps to GIS datasets from original maps.
* Developing internet applications to present GIS data and tools on corporate websites.
* Using tools to join together different GIS datasets and create new information or investigate patterns, estimating the number of people potentially affected by flooding, using population growth figures and planning information to estimate.
* Capturing the location of assets such as bridges, street lights, road barriers, flood defenses and so on using GPS tools in the field for private companies, government agencies and local authorities.
* Creating and maintaining the structures necessary for GIS data storage.
* Developing the tools for loading/transferring GIS data between different systems.
* Manipulation, analysis and presentation of geographical information by creating programs to convert GIS information from one format to another.

League Manager at SPORT195, Begumpet, Hyderabad.

November 2013– June 15 (1 year 6 Months)

Job Description:  The Global Social Network for Sport is one of the largest and most exciting developments in the global digital sports arena covering all sports in all countries at all levels connecting fans, athletes, teams, schools and leagues.

Responsibilities:

* Experience in web content management and web browsing.
* Updating the website with appropriate sports content on regular basis.
* Working independently and as a member of a team.
* Managing time wisely and prioritize activities to achieve results.
* Building Sports Profiles and related information of Athletes, Teams, Clubs, Leagues, Sports Schools, Sports Venues, Sports Shops, and Sports Brands & Sponsors.
* Engage with content and other sports enthusiasts and organizations by sharing images, videos, comments and discussion.
* Developing the platform that allows organizations to manage all the sports activities within one environment, including news, events, results, scheduling, sponsorship, ticketing, merchandise sales and much more.

Technical Support Officer at Tata Business Support Services, Hyderabad.

September2012 – November 2013 (1 Year 3Months)

Job Description: As a technical support officer mainly responsible for the smooth running of product and process ensuring users get maximum benefits.

Responsibilities:

* Monitoring the off Calls/ Dockets as per the aligned targets and giving accurate feedback to CCEs.
* Implementing key initiatives for transaction monitoring and process improvement
* Team Motivation, monitoring team performance and implementing corrective actions.
* Collecting data and creating reports.
* Maintaining daily operational feedback to the client on the operations.
* To send the report on a daily basis to the concerned Team leaders.
* Identifying the knowledge gaps and process gaps.
* Understanding customer expectations and made required changes.
* Documentation of the work flow process as per the client process.
* Monitoring and maintaining quality of customer service.
* Handling service operations while ensuring customer satisfaction and business retention.
* Ensuring that, operations at the service points match the company’s standards.
* Identifying improvement areas & implementing measures to maximize customer satisfaction levels.

Academic Experience:

Project: Grid interconnection of renewable energy sources at distribution level with power quality improvement features.

Description: This project presents a novel control strategy for achieving maximum benefits from the grid-interfacing inverters when installed in 3-phase 4-wire distribution systems.

Responsibilities:

* Lead as a team of four and responsible for information gathering and documentation.
* Involved in Design discussions and development of circuit diagrams of the hardware.

Project: Generator protection

Description: The project entitled as “STUDY OF PROTECTION OF 500MW AC GENERATORS” covers the complete electric protections of Turbo generator in a Thermal Power Plant at RSTPS (RAMAGUNDAM SUPER THERMAL POWER STATION).

Responsibilities:

* Analyzing the different types of Generators for Thermal power plant.
* Responsible of Project Demonstration and guiding team members.

Technical Activities:

* Attended workshop on ‘Impulse voltage generation, measurement and testing techniques’ at Central Power Research Institute, Hyderabad.
* Presented a paper presentation on ‘Microcontroller based automatic railway gate control’.
* ts.

Personal Details:

Father’s Name : C.Muralidharan

Date of Birth : 02/04/1991

Gender : Female

Nationality : Indian

Marital Status : Married

Hobbies : sports, gardening, dancing.

Languages known : English, Hindi, Telugu and Malayalam

Permanent Address : H.no:337A (20/436), NarikottuValliyaVeetil

3, Pulasserikara, Palakkad Kerala.