**COVER LETTER**

I have a total of 6+ years experience in the specialized area of Enterprise Security & Work Place Services and End User Services. I have been working as **Sr. Project Engineer** with **CMS Computers Ltd., New Delhi** since Feb’15. Earlier, I have worked with Aquila India Technosys Pvt Ltd., Rajat Systems & Services and UTC Fire & Security.

I have extensive experience of project planning, designing and cost estimation, handling over the project; with specialization in multiple domains including Enterprise Security & Work Place Services (Access & Surveillance systems, Fire Safety and other electronic security systems) and End User Services (Incident Management Tools, Windows & Desktop Services, CISCO routers/switches and networking). I also have exposure in customer management, projects & people management as well.

I have hands on experience on Infrastructure & Software tools including CISCO routers/switches, Auto CAD, Helpdesk services, MS Project and MS office suite.

I would like to have an opportunity to further utilize my expertise in the field of project planning, infrastructure services and support management.

**Naveen Kumar Srivastava** Email: newnaveen007@gmail.com

**Sr. *Project Engineer***  Mob: +91-8010124939

***OBJECTIVE***

To obtain a position where my technical knowledge and soft skills would be well utilized and an opportunity for value based growth and career advancement while contributing handsomely to the organization.

***KEY SKILLS & COMPETENCIES***

* Extensive experience of planning, scheduling, monitoring, project management, design & client liaison
* Experience of interpreting specifications and preparing technical proposals
* Expertise in Enterprise security which includes, Access Control, Surveillance solution and fire safety etc.
* Hands on experience in End User Services with specialization in Incident Management tools, Lotus Notes and Windows/Desktop services
* Ability to multi-task in a demanding engineering environment
* Resolving complex technical issues and coming up with fast efficient solutions
* A strong track record in delivering projects on time and within budget
* Experience of managing and assigning the service support calls
* Proven experience providing onsite as well as offsite service support calls
* Able to ensure that all Enterprise Security, Work Place Services including (Health & Safety) procedures are met and maintained

***OTHER COURSES***

*Completed 3 months certificate course in* ***Integrated Building Management System,*** *from Sofcon India Pvt. Ltd, Noida.*

***TECHNOLOGY & DOMAIN***

* *Infrastructure & Software Tools* CISCO routers/switches, Helpdesk services, Auto CAD, MS Project

and MS office suite

* *IBMS Integration* Access Control, Surveillance System, ATM Security Integration,

Fire Alarm, Fire Suppression, FM200, PA System, Water Leak Detection system etc

***WORK HISTORY***

Duration Feb’15 to till date

Company CMS Computers Ltd.

Experience 3.2 years

Designation Sr. Project Engineer

**Division: Technical Support Organisation (Jan’17 to till date)**

* Manage and assigning the customers service calls to the respective engineers
* Provided functional and technical support, troubleshooting and diagnosing hardware and firmware problems
* Helping clients with regards to technical issues with our widgets
* Providing networking, design, installation and maintenance services
* Resolving the issues over the telephone as well as on site service
* Visit to client sites to help with installation, deployment, and troubleshooting
* Materials management and tracking of faulty material movement
* Coordinator for all preventive maintenance activity (PM), across North India
* **SPOC for 2 customers (Air India & Education Initiatives Pvt Ltd) for providing service support (system/servers, software, biometric and billing) at Pan India level**

**Division: Special Projects (Feb’15 – Feb’16)**

Project Installation and Commissioning of Integrated Security Systems in PNB, ICICI, HDFC, SBI ATM’s and Branches

Team Size 20

Clients Securens Systems Pvt Ltd, Modern Informatics Pvt Ltd.

Locations Across North India

Status Completed

* Vendor planning and management.
* Planning and scheduling for each team and their task.
* Responsible for installation, implementation & execution of projects.
* Tracking of project progression using project management tools.
* Managing project budgets and keeping costs down.
* Responsible for the completion of all documentation.
* Report periodically to senior management on project progress.
* Carrying out effective client liaison for the site completed.

**Division: Projects (Feb’16 – Jan’17)**

**Project 1 Integration of Walk Around Management System and Two Way Communication System with CCTV**

Role Team & Site Lead

Team Size 7

Client Bharat Petroleum Corporation Ltd, (Multiple locations in North India)

Status Completed

**Project 2 Installation of intrusion alarm system**

Role Team & Site Lead

Team Size 8

Client Reserve Bank of India, Chandigarh

Status Completed

**Projects 3 Installation and Commissioning and Testing of IP based CCTV camera**

Role Team & Site Lead

Team Size 7

Client Bharat Petroleum Corporation Ltd., Bijwasan, Delhi

Status Completed

**Projects 4 Installation and Commissioning of CCTV and Intrusion Alarm Systems**

Role Team & Site Lead

Team Size 5

Client Swatch Group India, Delhi

Status Completed

**Projects 5 Installation and Commissioning of CCTV**

Role Team & Site Lead

Team Size 8

Client Delhivery, Gurgaon

Status Completed

Apart from above mentioned customers, also executed projects at Idea Cellular Ltd, AF Ferrari Secure Logitech.

**ROLES & RESPOSIBILITIES**

* Managing projects from conception to completion
* Providing technical support to the project team
* Identified resources and requirements and coordinated with project staff to ensure successful completion of project
* Responsible for the cost and time estimation
* Vendor planning and management
* Responsible for overseeing the review, initiation and execution of contracts
* Responsible for installation, implementation & execution of projects
* Tracking of project progression using project management tools
* Managing project budgets and keeping costs down
* Responsible for the completion of all documentation
* Report periodically to senior management on project progress
* Carrying out effective client liaison for all projects undertaken

***Organization Aquila India Technosys Pvt Ltd., New Delhi***

Duration Aug’13 – Feb’15

Experience 1.6 years

Designation Project Engineer

Tools Used Surveillance system, Video Management System

***Organization Rajat Systems and Services, Lucknow***

Duration Mar’12 – Mar’13

Experience 1.2 years

Designation Project Engineer

Tools Used Surveillance system, Video Management System

***Organization UTC Fire & Security, Bangalore***

Duration Nov’10 – Dec’11

Experience 1.3 years

Designation Project Engineer

Tools Used Surveillance system, Video Management System

***SUMMER TRAINING***

* One and a half month training in U-Flex Industries Ltd. Noida, in Cylinder Division in June - July 2009.
* One month training in Reliance Industries Ltd. (Allahabad Manufacturing Unit, Allahabad) under Electrical and Instrumentation dept. in July 2008.

***ACHEIVEMENTS***

* Won 2nd prize in “Tech Fest – 08” an district level live modal presentation held in our college, for the modal project “Domestic Security Systems”

***EDUCATION***

* B-Tech. in Electronics & Instrumentation (2006 – 2010) from U.P. Technical University, Lucknow
* Intermediate from Govt. Intermediate College (2002 - 2003), Allahabad, U.P. Board
* High School from Govt. Intermediate College (2000 – 2001), Allahabad, U.P. Board

***PERSONAL PROFILE***

Date of Birth : 1st Aug 1986

Father’s Name : Vinod Kumar Srivastava

Current Address : J-302, Ajnara Grand Appt., Sector 74, Noida (U.P.)

Hobbies : Reading novels, Web browsing

Marital Status : Single

Passport Details :

Place : Noida

Date : (Naveen Kumar Srivastava)