

## COVERING LETTER



**SHAIK MASTAN SAHEB B.Tech. (Electrical & Electronics)**

### **Electrical Engineer**

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**Shaik Mastan Saheb**

D.No. 21-58, Postal code 522647,  
Vinukonda, Andhra Pradesh, INDIA.

**Contact:** 00968 98045482 (Local)

**Email:** [mastanshaik1008@gmail.com](mailto:mastanshaik1008@gmail.com)

**1. B.TECH - First Class with Distinction**

**2. Holding Attested Certificates.**

**3. Having India Experience.**

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Dear Sir,

It is with great interest that I am forwarding my CV for your kind consideration. My academic records, achievements and professional career history, demonstrates attributes that make me a valuable employee.

My CV is enclosed to provide you with details of my skills and accomplishments. But I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organization.

Thank you for your valuable time and kind consideration.

Look forward for an opportunity to work with your esteemed organisation.

Yours Sincerely,

**Sk. Mastan Saheb**

## CURRICULUM VITAE

*SK.Mastan Saheb. B.Tech.*

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**SK.Mastan Saheb,**

**Contact :** 00968 98045482 (Local)  
**Email :** [mastanshaik1008@gmail.com](mailto:mastanshaik1008@gmail.com)

D.No. 21-48, Postal code 522647,  
Vinukonda, Andhra Pradesh, INDIA.

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**Objective** : To secure a challenging position where I can contribute my skills to learn & grow along with the growth of the Organization; to prove myself meeting the challenge around me & shoulder the responsibilities assigned to me.

**Education** : B.TECH., (Electrical & Electronics)  
VIGNAN University, Andhra Pradesh - INDIA  
  
Passed in First Class with Distinction.  
Certificate Attested in **INDIAN** Embassy.

**Experience** : Experience as Electrical Site Engineer in  
Constructions. from 01-06-2013 to 30-06-2015.

**License** : **INDIAN Driving License** valid up to 23.12.2031.

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**Professional Experience** : Electrical site engineer in Disha systems India Private limited  
From 01-06-2013 to 30-06-2105.

**JUNE 2013 to MARCH 2015** : Worked as Electrical Site Engineer in  
Disha Systems India Pvt. Ltd., Hyderabad.

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## **Responsibilities:**

- To check the entire work according to approved drawings.
- To co-ordinate with APSPDCL for all electrical approvals.
- Handling workers effectively on site & getting work done timely.
- In charge of Electrical projects for various individual units of construction. Job includes timely quality, cost effective and timely completion of projects as per the contract specifications,
- Erection HT & LT electrical panels,
- Preparation of work progress reports daily & submitting to superiors,
- Preparation of work schedule, monitoring the execution, analyzing the progress and ensuring proper planning and Monitoring of Site Activities and Progress, taking effective correct actions to arrest slippages,
- Submitting MIR (Material Inspection Request) according to the approved material submittal.
- Initiate Inspection Requests, Coordination with consultants for all correspondences by raising RFIs(Request for Information) and specification of contracts,
- To provide the entire electrical solutions as per requirement,
- Maintaining proper documentation of Quality Analysis and Progress Monitoring.

## **Projects done with M/S. Disha Systems India Pvt Ltd:**

1. Entire Construction of Jodas Expoim Pvt Ltd . (Hyderabad)
2. Anantha Padhmanabhaswami Bio-Plant,(Jadcherla)
3. The visaka cement sheets,(Miryalaguda)

## **Other Qualifications:**

- NEBOSH-IGC (Waiting for results in September 2015)
- The Institute of Occupational Safety and Health (IOSH) with managing safely certification. (waiting for certificate in September 2015)
- HABC level 2 award in Fire Safety certification. (Waiting for certificate in September 2015)

## **Industrial Trainings:**

- Undergone an In plant training for 6 months in DR.NARALA TATA RAO THERMAL POWER STATION, from 01-01-2013 to 30-06-2013 in Vijayawada, Andhra Pradesh.

## **Technical Courses:**

- Successfully completed HVAC Design & Drafting course.
- Successfully completed Auto-cad (2d) course.
- Successfully completed Electrical-cad course.

