Cover Letter

Dear Sir/Madam,

Thank you for the opportunity to apply for the Electrical Engineer role at your company. After reviewing your job description, it’s clear that you’re looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hard-working professional who has been consistently praised as adaptable by my co-workers and management. Over the course of my 2.3 -years career, I’ve developed a skill set directly relevant to the Electrical Engineer role you are hiring for, including root cause analysis, work method analysis, and value engineering. Overall, I have consistently demonstrated communication leadership, and problem-solving abilities in every aspect of my Electrical Engineer role at Suzlon Global Services.., and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at (898)526-8045 or via mail [shaikmynu7@gmail.com](mailto:shaikmynu7@gmail.com) to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Shaik Mynuddin.

**SHAIK MYNUDDIN**

**Address:**

H.no:1-121,

Middle street,. E-mail:shaikmynu7@gmail.com

Anantha sagaram(p,m), Contact No:+91-8985268045

Nellore District,A. P.

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**OBJECTIVE**

**My objective as an Electrical Maintenance and Operation Engineer/ Electrical Engineer is to utilize my advance expertise in developing electrical frameworks for the company geared towards enhancing and maximizing reliability and performance**

**My over one years’ experience in present companies have equipped me with sufficient knowledge in maintenance, preventative maintenance, electrical engineering and other electrical services and well-versed with wiring regulations and safety procedures. With this said, I am confident that I can be a very useful asset to the company in meeting its objective.**

**PROFESSIONAL OVERVIEW:**

* **A dynamic professional with over total 2 Years 3 month (Project and O&M) of extensive experience in Maintenance, Planning & Operation.**
* **Presently working with Suzlin Global Services Limited at KAPPATGUDDA (Mundargi) Plant as Engineer in Operation, Maintenance and Service Dept.**
* **Expertise in maintenance of electrical equipment’s.**
* **Experience in maintenance of a wide spectrum of equipment’s and spare components.**
* **Involved in Major work activities like Generator and Generator bearing replacements.**
* **Adept at preventive and breakdown maintenance.**
* **Effective communicator with assertive and strong leadership & analytical qualities**

**WORK EXPERIENCE:**

* **Presently Working with Suzlon Global Services Limited as a Engineer- (Operation, Maintenance and Service) from 17th October 2017 to till Date.**
* **Worked as a Assistant Engineer in Suzlon Gujarat Wind Park Limited(Electrical Projects) from 30th October 2016 to 15th October 2017.**

# Job Responsibilities in O&M:

* **Breakdown maintenance and continuous improvement activities of Electrical & Instrumentation of 2.1, 1.5 and 1.25 MW (164 WTG )**
* **STPT (Short time performance test) each turbine.**
* **Identifying & maintaining critical spare & updating records as per the audit requirements.**
* **Identifying power curve and improving the turbine performance.**
* **HOTO documentation and clearance from Service department.**
* **Updating Daily break down data’s.**
* **Handle all activities of Operation & Good records.**
* **Implementing PTW/LOTO System at Plant.**
* **Implemented TCI, DCI and EI.**
* **Involved in PDCA and IDRV Audits.**
* **Improved the safety environment in the entire plant.**
* **Familiar with SAP for material management & maintenance.**
* **Well versed with Windows based applications, internet usage.**
* **An effective communicator with excellent relationship, management skills and strong analytical, problem solving and organizational abilities.**
* **Managing safety procedures at site as per ISO Safety manual.**
* **Maintaining HSE manual, Forms, Formats, Registers & Safety records.**
* **Ensure all the lifting equipment, tools and tackles are inspected and checked.**
* **Conducting Tool box talks, Safety Meeting.**
* **Ensure availability of First aid kits and Fire extinguishers at all work place. Supervising First Aid precautions.**
* **Develop concepts, Provide necessary awareness and training on Safety.**
* **Standardization of personal protective equipment for optimum use.**
* **Identification of potential occupational hazardous, unsafe conditions, unsafe acts and introduces appropriate measures and action plan.**

# ****Job Responsibilities in Electrical Projects:****

**\* Erection and Commissioning of HT and LT Panels.**

- Erection and Commissioning of DG.

- Errection and Commissioning of Double pole yard,CSS and Transformer.

- Inside WTG cable ligging and termination with Klauke tool.

- Control cable wiring from Control panel to DFIG Panel

- Closing of all the NC points given by OMS team in the time limit.

- Control cable laying of DG and Transformer with Commissioning.

- Control cable laying of HT Panel and LT Panels with Commissioning.

- Erection and Commissioning of Power Transformers.

- Erection of Cable Trays and Cable Laying.

- Installation of Various Electrical Equipments.

- Electrification of High Rise Building Including Erection of Light Fittings, Rising Main Bus Duct, CCTV. and Raceway.

- Erection of Earthing Station with commissioning.

- Cable Jointing of LT Cable.

- To Complete the Electrical Measurement as per B.O.Q.

- Supervision of work to ensure progress as per sehedule & Execution as per Approved drawing & specification.

- Weekly review meeting with Client and all senior officials.

- Day to Day Co-ordination & Supervision with Sub contractors.

**DOCUMENTATION:**

* **Manage Information System (MIS)&Customer Relationship Management System (CRMS) reports preparation.**
* **Preparation of Daily Performance Reports (DPR), Major Stoppage Reports (MSR) & Daily Operation Reports.**
* **Preparation of month to date Reports (MTD).**

ACHIEVMENTS:

- Driven to learn, apply new ideas.

- Progressive Positive Attitude, Persuasiveness, Ethical Committed to Hard Work.

STRENGTH:

- Good Communication Skills.

- Readness to Accept Challenges.

- Progressive Positive Attitude.

- Hardworking.

COMPUTER SKILLS:

- Having Good knowledge in MS office.

- Operating system. :Windows XP,windows 7,8 and 10

**EDUCATIONAL QUALIFICATON:**

* **B.Tech at Jawaharlal Nehru Technological University, Ananthapur, in the year of 2016.**
* **Intermediate at Narayana Junior College, Nellore, in the year of 2011.**
* **10th Standard at Z.P High School, Ananthasagaram, in the year of 2009.**

**PERSONAL DETAILS:**

**Date of Birth : 05th June 1993**

**Marital Status : Unmarried**

**Contact no : 8985268045**

**E-mail ID :** [shaikmynu7@gmail.com](mailto:shaikmynu7@gmail.com).

**Communication Skills : English, Hindi & Telugu**

**HOBBIES : Playing Cricket & indoor games, listening music, Watching Cricket, etc.**

**Declaration:**

**I hereby declare that all the information stated here in above is true to the best of my**

**Knowledge and belief.**

**Place: Sk. Mynuddin.**