##### NAVEEN VERMA

H.No. 91, Near BalajiMandir,

Parshuram Colony,

Bharawas Road, Rewari (HR).

*Mob: - 07300085887,7015774375*

*Email: nk.verma33@gmail.com*

#### CAREER OBJECTIVES

#### To join a growth oriented and forward looking organization will provide me an opportunity to continue towards it development through managerial and analytical skills and learn the latest techniques excel myself to challenging opportunity and provide you satisfactory result.

#### TECHNICAL QUALIFICATIONS

Institute : B.K.N. GOVT. Polytechnic, Narnaul

Diploma : Electrical Engineering (3 year)

Passing Year : December, 2008

Percentage : 62 %

#### PURSUING COURSE

#### AMIE: Appeared and preparing for further steps to this course.

#### WORK EXPERIENCE ( 9 Years +)

#### Presently working in Centre of Innovation and technology Hero Motocorp ltd. Jaipur as As Shift Engineer Utility on the rolls of Sodexo Technical Services from Nov-2015 to till date.

#### PREVIOUS WORK EXPERIENCE

#### Worked as Shift Engineer at IGI Airport Terminal-3 on the rolls of Bradys Services from April-2010 to Nov-2015.

#### Worked as Supervisor at BAANI Commercial Building in Gurugram the rolls of Johnson controls (I) pvt. Ltd from Oct 2009 to Apr. 2010.

#### Worked as DET in Mushashi Auto parts ltd. From April 2009 to Oct 2009.

#### PROJECTHANDLED

* Erection, commissioning & Testing of 460 KW Solar plant ground/roof mounted.(As a Site Engineer)
* Erection and commissioning of 132KV, 10MVA 3-bay substation (as engineer).
* Planning, Erection of 414KW solar energy generation plant.

#### AREA OF RESPONSIBILITY

* Reports: Daily Activity Report, Weekly Reviews Report, Monthly Management Report (MMR), MIS Report, Incident Report, Work Progress Report.
* Leader of Team and responsible for the smooth operation and maintenance of all the electro-mechanical equipment’s installed in the building such as HVAC, DG sets, LT/HT Panels, Transformers and electricity distributions.
* Ensuring Utilities Availability of 99.5%, Adherence to EHS, Quality and maintaining documents related to Utility.
* Maintaining History cards of all Equipment.
* Breakdown Analysis and finding root cause for the Problems.
* Dealing with Vendors for material supply and other contracts.
* Responsible for the energy and fuel conservation and preventive maintenance to avoid breakdowns.

#### JOB PROFILE

* Operation and maintenance of 132KV 2X12.5MVA substation and electrical power distribution system.
* Operation and maintenance of 1500KVA, 11KV\*4 DG set and A & B-Checks.
* Operation and maintenance of Water treatment Plant(WTP)-100KLD, Sewage Treatment Plant(STP)-100KLD, Effluent Treatment Plant-12KLD, RO Plant- 2.5m3/hr.
* O& M of HVAC system like 250TR water and Air cooled chillers with AHU system, Dx-units, VFV and VRF units.
* Operation & Maintenance of single phase & three phase A/C motors.
* Operation & Maintenance of DB, light Fitting & wiring.
* Operation & Maintenance of DOL starter & Star Delta starter.
* Operation & Maintenance of UPS 400 KVA
* Domestic / Industrial Lighting system, Office equipment like Inverters, Battery Charger & Stabilizers.

#### COMPUTER SKILLS

Operating System : Windows 7, Windows XP.

Software Packages : Ms -Word, MS- Excel, Internet

#### PERSONAL PARTICULARS

Date of Birth : 6th Sep 1988

Father’s Name :Sh. Tej Singh

Languages Known :English & Hindi.

Marital Status                   : Unmarried

#### Declaration

I hereby declare that the above written particulars are true to the best of my Knowledge and belief.

Date:

Place:

(Naveen Verma)