



SHAN THOMAS SHAJU

ELECTRONICS AND COMMUNICATION ENGINEER

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OBJECTIVES

Objective is to work in an exciting and professional environment of the organization with personal development and growth possibilities and to achieve company's goal through professional ethics, sincere commitment, team work and hard work.

WORK EXPERIENCE

SOBHA ENGINEERING LLC. JAN 2019 TO JAN 2020 (Dubai)
PROJECT ENGINEER

- Determines project specifications by studying product design, customer requirements, and performance standards; completing technical studies; preparing cost estimates.
- Preparation of Interim payment Applications.
- Preparation of contract estimation.
- Assessment of subcontract payment Applications & Preparation of Subcontract payment certificate.
- Maintains project schedule by monitoring project progress; coordinating activities; resolving problems.
- Prepare, schedule, coordinate and monitor the assigned engineering projects.
- Attends the Weekly Progress Meetings (Internal as well as with Clients).
- Interact daily with the clients to interpret their needs and requirements.
- Responding to any client complaints, concerns or requests throughout the project.
- Monitors work in progress and prepares weekly report of the status of each assignment.
- Cooperate and communicate effectively with project manager and other project participants to provide assistance and technical support.
- Controls project costs by approving expenditures; administering contractor contracts.
- Prepares project status reports by collecting, analyzing, and summarizing information and trends; recommending actions.
- Maintains project data base by writing computer programs; entering and backing up data.
- Contributes to team effort by accomplishing related results as needed.
- Provide full support as required by the Management and PMT for all projects.
- Prepares Invoices according to the projects and submitting on monthly basis.
- Updating certificate for payment using Xpedeon ERP.

BUILDMAX TECHNICAL SERVICES LLC (Client ETISALAT under 101H Contract – FAN 4). AUG 2015 TO DEC 2018 (Dubai)
PROJECT COORDINATOR

- Responsible for Preparation/Updating of Project diaries using GIS.
- Responsible for Preparation/Updating of day to day waiters report status and submission to supervisor.
- Coordination with supervisors to clear the PEC's for approval.
- Daily updating of PEC's using Open Text & providing detail report to project manager.
- Updating of DSR in system as per the cable laid through the duct (Duct Space record).
- Preparation/Updating of Reconciliation materials under PEC's.
- GIS updating related to cabling projects.
- Maintained/updating of As-built records in GIS System (Geographic Information System).
- Obtain approvals from Municipality Authorities for new plots and service reservation of new route for installation and development of outdoor infrastructure and facilities including Equipment Nodes, fiber cabinet, Fiber Distribution Hub (FDH) for network development.
- Preparing work estimate to provide service to new building for waiter's clearance.
- Coordination with field staffs to clear the docketts.
- Preparation of Project & revenue report.
- Preparation of area map drawings for the execution of cable works.
- Provided timely project status updates to the Project Manager.
- Create and sustain good working relationships with internal and external partners.
- Conducted and documented weekly status review for upper management.
- Provided detailed analysis of daily reports to maintain integrity.
- Daily project revenue updating using SAP.
- Daily company employee and outsource employee attendance updating using SAP.
- Worked in both a group setting and independently.

EDUCATION

- Completed B-E in Electronics And Communication Engineering from Bharath University, Chennai (2015).
- Completed 12th from Rahmania High School, Kozhikode (2011).
- Completed 10th from St. Joseph Boys School, Kozhikode (2009).

PROJECT

RAILWAY TRACK FAULT DETECTION SYSTEM USING ARDUINO DEVELOPMENT BOARD.

Objectives of the paper

- To detect the cracks present on the railway tracks.
- To detect the obstacles entry on to the railway tracks.

STRENGTHS

- Efficient Team player & Team building skills
- Time management
- Highly energetic and self-motivated resource
- Excellent communication & leadership skills
- Apt command on MS office applications
- Committed & Determined
- Flexible and can adjust as the situation demands
- Quick learning ability
- Hardworking
- Attention to detailing
- Decision making
- Goal setting
- Ability to work under pressure

COMPUTER PROFICIENCY

- Xpedeon ERP
- Open Text (EIM)
- MS Office
- MS Excel
- GIS (Geographic Information System)
- SAP ERP (Business One HR Module)
- Adobe Photoshop
- Power Point

PERSONAL DETAILS

Father's Name: SHAJU THOMAS

Marital Status: Single

Birthday: 19-12-1992

Nationality: Indian

Gender: Male

Hobbies: Reading, Travelling, Music, Art and craft, Photography, Gardening, Camping, Trekking, Football, Gaming, Etc.

Languages Known: English, Malayalam, Hindi and Tamil

Declaration

I hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

SHAN THOMAS SHAJU