

## PRIYANKA



### Personal Data

**Date of Birth :**  
11 August 1991

**Sex :**  
Female

**Nationality:**  
Indian

**Marital Status:**  
Married

**Mobile No.:**  
+971-52-4367027

**Email :**  
[priyankawilson15@gmail.com](mailto:priyankawilson15@gmail.com)

**Languages Known:**  
English, Malayalam, Hindi & Tamil

**Hobbies:**  
Listening to music, Reading Books

**Passport Details:**

**Passport No:**

V-4524668

**Date of Issue:**

31-01-2022

**Date of Expiry:**

30-01-2032

**Visa Status:**

UAE Husband Visa

**Date of Expiry:**

04-09-2024

**Personal References :**

Immediately join

**License :**

**Having Light Vehicle UAE Driving License**

### Career Objective

To have a job that would enable me to use my talent and skills as well as contribute to the organization's goals and which would provide excellent opportunities for career advancement and personal growth

### Technical Profile

- ⊕ **Qualification:** *B.E., IN ELECTRICAL ENGINEERING*
- ⊕ **Packages:** *AutoCAD 2000*
- ⊕ **Operation System:** *Microsoft Office Word, Excel & PowerPoint.*

### Key Skills :

- ⊕ *Planning & Organizing*
- ⊕ *Project Management*
- ⊕ *HSE Awareness*
- ⊕ *Customer Orientation*
- ⊕ *Communication*
- ⊕ *Leadership & Team Working*

### Business Skills :

- ⊕ *Hands-on experience in reading technical data, Contracts documents etc.*
- ⊕ *Thorough knowledge of reading drawings.*
- ⊕ *Knowledge of Claims (Time and cost)*

### Career Achievements :

***M/S MACAW PRIME TECHNICAL SERVICE LLC  
(Dubai)***

***TOTAL EXPERIENCE: 1(one Year) –1 year in UAE as a Sales and project coordinator***

***M/S AL SURRAH BUILDING MAINTENANCE & CLEANING SERVICES  
(Ajman)***

***TOTAL EXPERIENCE: 2(Two years) –2 years in UAE as a Sales and project coordinator***

***M/S Blue Bird Electromechanical Contracting L.L.C  
(Ajman)***

***M/s Blue Bird Electromechanical Contracting L.L.C. is the Electrical and Controls Service Company in Ajman.***

***TOTAL EXPERIENCE: 2(Two years) – 2 years in UAE as Project Assistant Engineer***

### Area of Interest:

- ⊕ *Projects Co-ordination*
- ⊕ *Quantity Surveying*
- ⊕ *Testing and commissioning*
- ⊕ *Site supervision*

### Strength:

- ⊕ *Ability to work in a team or as an individual*
- ⊕ *Willingness to learn with dedication and involvement*

## **Responsibilities & Duties :**

- ⊕ *Prepare the site visit arrange the meeting with the customer fulfill the requirements finally close the order*
- ⊕ *Coordinates site technical team and finishes the work with customer satisfaction*
- ⊕ *Maintain and file all equipment operation log sheets*
- ⊕ *Record on a daily, weekly and monthly basis all items of stock which have been signed out of the stores*
- ⊕ *Ensure that all related tools are in safe place and in good working condition*
- ⊕ *Follow the preventive maintenance chart strictly and maintain records for future reference*
- ⊕ *Maintain the performance of Equipments*
- ⊕ *Design, control, and implement electrical systems and products*
- ⊕ *Preparation and submission of detailed monthly valuation to Client.*
- ⊕ *Preparing monthly Sub Contractors liability*
- ⊕ *Preparation of monthly internal Valuation supporting documents*
- ⊕ *Preparing monthly Commercial report*
- ⊕ *Verification of Subcontractors invoice and preparation of monthly payment to Sub contractors*
- ⊕ *Develop manufacturing processes according to global engineering codes and standards*
- ⊕ *Manage engineering projects and deliver them on time*
- ⊕ *Define customer needs and requirements*
- ⊕ *Ensure that installations and applications are in line with customer needs and safety standards*
- ⊕ *Collaborate with engineers and technicians to design and apply new system processes*
- ⊕ *Perform quality and performance analysis on new and legacy IT systems*
- ⊕ *Summarize data and report on test results*
- ⊕ *Monitor maintenance and inspection plans*

## **Competencies :**

- ⊕ *Excellent communication and presentation skills.*
- ⊕ *Good team worker.*
- ⊕ *Organized and well structured at work.*
- ⊕ *Independent, pro-active and self-motivated.*
- ⊕ *Committed to deadlines and schedules.*
- ⊕ *Able to work under pressure.*

## **Declaration :**

**I hereby declare that the above furnished details are correct and true to the best of my knowledge and I bear the responsibility of any correctness of the mentioned particulars.**

**PRIYANKA**