

# CURRICULAM-VITAE

## **IRTAJA KHAN**

### Contact Details

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### Permanent Address

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Dist East champaran

BIHAR INDIA

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## **PROFILE:**

Technical Qualification : **DIPLOMA IN ELECTRICAL ENGINEERING**  
Project Experience : **24.5 Years**  
Current Company : **AL BAWANI CONSTRUCTION COMPANY.**  
Previous Job Profile : **VOLTAS QATAR WLL (ELECTRICAL SUPERVISOR).**  
**S.T.S THERMO DUBAI (ELECTRICAL SUPERVISOR).**

## **PROJECT ELECTRICAL SUPERVISOR**

A professional with International working experience, having expertise in Mechanical Electrical & Plumbing (MEP) Project Management and Execution. I am seeking an assignment in Electrical field to synergies my potential and experience as a resource for wide range of challenges to upgrade my knowledge and skills.

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## **PROFESSIONAL EXPERIENCE**

### **AL BAWANI CONSTRUCTION COMPANY**

*From July- 2019 to till date.*

**POSITION : ELECTRICAL SUPERVISOR.**

**PROJECT : ABA DAEIYA PROJECT-RIYADH.**

**RED SEA PROJECT-UMLUJ.**

**TBC - TATWEER SCHOOLS PROJECT- MAKKAH & JEDDAH (60 SCHOOLS).**

**HOSPITAL PROJECT ,YEMEN**

**SEVEN PROJECT- TABUK (AT PRESENT)**

- ❖ Working with Al Bawani Construction Company involve in the site execution of MEP services, Electrical containment for MV & LV power, Bus Ducts, MV & LV Panels installation, Cable & Wire pulling, DB Dressing & termination, Fire Alarm, PAVA, CCTV and BMS installation.
- ❖ Preparation of Material Schedule, Manpower schedule, inspection schedule and liaising with consultant for installation inspection. Interface with civil contractor for day to coordination issue, Preparation of daily reports AS Build drawings/Red line drawings.
- ❖ Coordination with site construction team, manage the work to complete on target date, scheduling and coordination of inspection. Update and review as built drawing, supervision of all electrical installation as per approved drawing.
- ❖ Coordinate with site team, prepare electrical work schedule, manpower schedule, delivery schedule of materials and equipment, and testing and commissioning, ensure the completeness of the project in the accordance to plan.
- ❖ Raised and inspection all electrical RFI for the completed activities and flowed it up till closure of comments given by consultant and clients.
- ❖ Planned execute and monitored every activity including permit issuance from safety related to each activity hot and cold permit Raised and implemented all RFI for the completed activities and flowed it up till the closure of comments given by consultant and client inspector and get it approved.

- ❖ Well know about ELV system, PAVA System, fire alarm, heat detector, smoke detector, beam detector, gas detector, mimic panel installation, AIM panel installation, disable alarm installation, CCTV camera installation as per approved drawing.

## **VOLTAS QATAR WLL**

*March 2010 to January 2018*

### **ELECTRICAL SUPERVISOR**

- ❖ Execution of North Gate Phase 1 MEP project of worth QR 1Billion, Testing and commissioning of all electrical equipment from 415 volts to 400 KV, Substation equipment with all type of transformer ,power transformer, circuit breaker testing, Air circuit breaker (415v CB) vacuum circuit breakers 6.6 KV to 11 KV, Testing of CT,PT,CVT circuit breaker switch gear and power transformer operation and maintenance of power plant, Installation of 1600KVA Transformers, 11KV starter panel for chiller plant, 11KV Switchgear.
- ❖ Successfully complete site survey, survey based shop drawing with draftsman and flowed till approved
- ❖ Prepared project submittals including method statements, materials and testing and commissioning procedures, prepared red line
- ❖ Markup drawing, assess as built drawing and final close out dossier, complied inspection raised different inspections request and held factory acceptance test, processed all types of permits, including authority's permission road opening permits emergency
- ❖ opening permits related nature of job and ensure that all related documents are presents of site before activity start, timely allocated and manage resource like manpower materials tools and plants of each activity, track and implement site progress to meet base line in order to compete project on time, monitored recorded and ensure that the civil work such as trenching, and bedding, back filling, cable pulling jointing of cables as per local standards
- ❖ Raised and implemented all RFI for the completed activities and flowed it up till closure of comments given by clients all project submittals from kick off meeting to close out such as method statements, materials submittals, shop drawings red line markup drawings and as built drawing, and submittals as per client's comments and its resolutions till get approved for construction. Purchasing of project consumable materials cables tie warning tapes lugs
- ❖ Closing the NCR issued by consultants within the deadline, manage daily weekly and monthly progress report, Installation of electrical equipment's such as transformers, switchgear, and feeder pillars battery chargers, different ELV devices as per local standards QCS 2014 MOI standards NFPA standards and project specifications
- ❖ MV, LV cable laying and termination, water future panel installation and termination.
- ❖ Pump's installation and termination.16000 KVA Generator termination ATS panel installation and termination (automatic transmission system) land scape lighting installation
- ❖ Coordinate in site construction work, testing and commissioning, prepare construction schedule, manpower schedule, delivery schedule of materials and equipment, and ensure the completeness of the project in the accordance to plan.

## **S.T.S THERMO DUBAI**

*Jan 2005 to Feb 2009*

### **ELECTRICAL SUPERVISOR**

- ❖ Executed Dubai international airport phase-3 installation of 11KV switch gear, installation of GI conduits cable ladder trenching MDB, SMDB, ES MDB, LCP, DB, EDB, MICC Cable termination, lightning protection work, façade light installation, managing different electrical team on project and making sure that they have wearing complete PPE holding.
- ❖ Approved shop drawing, method statements and enough materials is presents on site for activities
- ❖ Manage day to day activities of site and order to meet agreed baseline and achieve the target
- ❖ Initiation of inspection request to QA/QC after completion of work activity
- ❖ Rectifications of consultants comments given on inspection request orb given by consultants during site walk
- ❖ Observation with in the agreed time frame
- ❖ Materials issuance and returning to store as per site requirements
- ❖ Managing jointers, fitters and labors on site as per site activities
- ❖ Reporting to project engineer about every shutdown completion and day to day progress
- ❖ Supervision of all installation electrical room mechanical room and technical room.

- ❖ Installation, LV Cable gland and termination MV, LV Cable laying, Submission of Daily, weekly and monthly report, breaker testing by injector machine, prepare and submit catalogue of material to be used in the project as per specification, prepare shop drawings prior for approval of the consultant.

**SAUDI ARAMCO K.S. A**  
**ELECTRICAL FOREMAN**

*June 1997 to Jan 2005*

- ❖ Executed ABQUAIQ OIL REFINERY project as foreman of world one of largest extension project, 13.8KV sub station, installation 13.8 KV Switchgear panel, installation of 1250kVA transformer, Breaker testing by injector machine cable ladder, cable tray, GI trunk and pvc trunk LV and MV cable pulling, Lighting installation
- ❖ Wire pulling as per load schedule lighting installation, MDB, SMDB, DB Installation LV cable glading and termination.
- ❖ Update and review as built drawing, submission of daily. Weekly and monthly progress report, Submission of inspection request for inspection, keep and update all (NCR's) non-compliance report.

**GIRKAR ELECTRICAL INDIA PVT LTD**  
**ELECTRICAL FOREMAN**

- ❖ Executed for sea bridge 16 floor tower project, pvc conduits, GI conduits, trunking installation lighting and power DB installation
- ❖ WIRE PULLING DB dressing cable glading and termination, LV cable jointing cable laying, switch sockets installation lighting installation, motor installation and termination etc.

**Key Responsibility:**

- ❖ To co-ordinate between project execution team, Divisional H.Q, Material supply network, Finance and client in order to remove difficulties in day to day execution of project with an objective of completion of project on time-schedule.
- ❖ Coordinating internally with finance department and team members, contractors, interacting with client and Contractors in case of any deviation from contract. Full timely receipt of payment for completion of phased activity of total execution.

**Project Management:**

- ❖ Perform all Project management processes for Integrated Security Solutions Projects in the Homeland Security Space i.e. initiating, planning, executing and monitoring groups. Develop and manage detailed Project management plans that define key activities, deliverable, timelines, and resource requirements to achieve Project objectives. Drive the projects to adhere to project schedules, estimates and budgets that are complete, realistic, and meets Project goals.
- ❖ Prioritize projects and work based on risk, budgets and organizational strategic plans.

**Team Management:**

- ❖ Assign work and manage Project and cross-functional teams comprising full time employees and/ or contractors. Conduct on-going Project status meetings with team members. Develop and cultivate relationships with cross-functional Project team members and work closely with business and operations partners to ensure acceptance, quality, and integrity of Project goals and initiatives.

**Client Management:**

- ❖ Identifies and partners with both internal and external Project stakeholders, communicate plans, status, and issues to senior level management/client/stakeholders as required. Continuously seeks opportunities to improve the customer satisfaction levels.

**Experience background:**

- ❖ Proven track records in Project profitability Management/Exposure to projects involving Instrumentation, Electrical & Networking domains. Should have handled large team onsite > 180, in the past.

**Competencies:**

- ❖ Team Management and leadership skills/Strong Client Management skills/Ability to interact with Senior Management/ High Degree of attention to detail/Diligence/ High Tolerance for ambiguity/Ability to work in an unstructured environment.

S238/123045

January 18, 2018

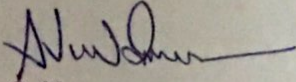
TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Irtaja Khan** holder of **Indian Passport No. H1639559** has worked with us from **August 20, 2010** to **January 18, 2018**. His designation at the time of leaving the organization was **Supervisor - Electrical**.

During his tenure with us, he was found to be sincere and hardworking.

We wish him success in his future endeavors.

For Voltas Qatar W.L.L.



**S. Venuraman**  
Head - HR & Administration





Ref: stsmc/ex-cert: STS0218/08  
Date: 28<sup>th</sup> DECEMBER 2008

## Experience Certificate

This is to certify that **MR. KHAN IRTAJA** has worked with STS AL-Ta'afuf Company for Electrical Works LLC., Dubai, UAE, since 15<sup>th</sup> of OCTOBER 2005 to 28<sup>th</sup> of DECEMBER 2008, in the capacity of *ENGINEER IN CHARGE*. He has performed his duties to perfection and his relations with superiors and co-workers were excellent. We wish him good luck in his future endeavors.

This letter is issued to him on his own accord and STS AL-Ta'afuf Company has no liability/responsibility for whatever purpose it may serve.

Thanking you  
for

*STS AL-Ta'afuf Company P.L.C.*

Abdul Kader Salem  
Human Resources Manager

cc: files

**STS**  
Al-Ta'afuf Company For Electrical Works  
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اس تي اس  
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بريد الكتروني : altaafuf@eim.ae

2<sup>nd</sup> NOV. 2004

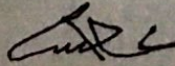
## CERTIFICATE

### TO WHOM IT MAY CONCERN

This is to certify that **Mr. Irtaja Khan** holder of Indian passport # A-7209465 had been working with us as an "Electrical F/M" with effect from 2<sup>nd</sup> June 1999 to 2<sup>nd</sup> Nov. 2004.

Mr. Khan worked for our projects at Sutan bin Abdul Aziz humanitarian Hospital project in Riyadh and other projects is Hardh Gas plant and his last employment was Aramco N.G.L. plant in Yanbu.

During the tenure of his services with the company we find Khan was sincere and honest and he knows how to handle the workers in better prospective. However, we recommend Khan for a similar position to any employer who wish to employ.



**ABDUL RAHMAN AL SUNAID**  
Personal Manager



Certificate No. : 007197

State Board of Technical Education Bihar, Patna



Certificate

Diploma as awarded to shri IRTAJA KHAN

Board Roll No. : 0303416852 who has undergone the prescribed course of Three years

in ELECTRICAL ENGINEERING at AL - KABIR POLYTECHNIC, JAMSHEDPUR

and has passed the Annual / Supplementary Examination 1993 held in the month

of JULY - AUG and was placed in First Class with Distinction/First Class.

Handwritten signatures and names: Controller of Examination, Secretary, Chairman, Patna-Dated: 18th APRIL 1994



# CDC-TAKENAKA JV



*In recognition of your visible support  
Toward the project ESS&H Program as an Electrical Supervisor*

*Presented To*

**Mr. Irtaja Khan**

*Doha, State of Qatar. April 2012*



*Thank you and Congratulations!*

*We appreciate your outstanding contribution and support in achieving and maintaining Safety Procedures in NDIA  
Project C.P. - 19  
"Emiri Terminal, Emiri Gate, Mosque & Parking Structure".*

*ESS&H Deputy Manager Mr. Tony Hsieh*

*ESS&H Manager Mr. Spike Sutherland*



# Certificate of Achievement

This certificate has been awarded to :

*Jtaja Khan*

in recognition of his efforts in the successful completion of

Sultan Bin Abdulaziz Al-Saud Foundation

City for Humanitarian Services Project, Riyadh, K.S.A.

on the 11th May 2000

*K. Chisnall*

**Kevin Chisnall**  
Facility Manager (Elect)

*M. G. Deokar*

**M. G. Deokar**  
Project Manager



VOLTAS QATAR WILL

# CERTIFICATE OF APPRECIATION

is hereby awarded to

**Mr. Itaja Khan**

**Supervisor - Electrical**

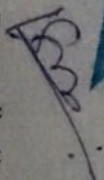
*For The Outstanding Contribution towards compliance of Health and  
Safety Procedures During The Month Of*

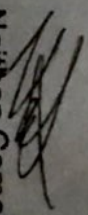
*August - 2013*

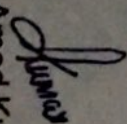
at

NORTH GATE MALL PROJECT  
DOHA, QATAR



  
Joju Devasikutty  
Safety Officer

  
Naithan Comer  
Construction Manager

  
Amod Kumar  
Project Director