

# SANJAY POOZHICKUTH

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## Professional Summary

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Results-driven ELV Project Coordinator with four years of experience in designing, implementing, and managing extra low voltage systems including CCTV, access control, fire alarms, structured cabling, Public Address, PABX and IT Data Network. Proven track record in delivering projects on time and within budget, with a strong focus on quality and client satisfaction. Adept at coordinating with cross-functional teams and stakeholders to achieve project goals. Specializes in spearheading major projects, including initial installation and upgrade.

- ELV Systems: SCS, CCTV, Access Control, Public Address, Fire Alarm and IT Data Networks
- CCTV: Hikvision, Axis
- Access Control: Honeywell, Gallagher
- Routers and Switches: Cisco, HP/Aruba, Fortinet, Linksys
- Public Address: Bosch
- Fire Alarm: Honey Well

## Education

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**Vidya Academy of Science and Technology (affiliated by APJ Abdul Kalam Technological University), India 2016 – 2020**

- Bachelor of Technology ( Electrical and Electronics Engineering )

## Skills

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ELV System Design & Implementation | Project Management | AutoCad | Quality Control | Computer Skills | Engineering-Documentation | Risk Assessment & Management | Technical Drawing | Communication & Team Coordination | Budgeting & Cost Control

## Work Experience

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**Sigma Byte Computers Private Limited, India-Mumbai | Project Coordinator December 2023 – October 2025**

- Preparing, scheduling, coordinating, and monitoring of assigned engineering projects.
- Assisted in the design and deployment of ELV systems, focusing on structured cabling, security systems, and communication networks.
- Formulating project parameters and assigning responsibilities to the most capable employees and monitoring the project team.
- Interacting with clients, interpreting their needs and requirements, and representing them in the field.
- Performing quality control tasks on budgets, schedules, plans, and personnel performance and reporting on the project's status.
- Collaborated with senior engineers to develop system specifications and installation plans.
- Monitored project progress and prepared regular status reports for stakeholders.

**Innovative Contractors for Advanced Dimensions (ICAD), Saudi Arabia | Project Coordinator February 2023 – October 2023**

- Lead the design and implementation of ELV systems such as Structured Cabling System (SCS), Public Address System, Fire Alarm System and Access Control System.
- Develop detailed project plans, including scope, budget, and timelines, ensuring adherence to client specifications and regulatory requirements.
- Responsible for the site work implementation and documentation in order to achieve the project target completion date (Material Submittal, Material Inspection request, Site inspection Records, Bar chart and Progress Report).
- Maintaining a clear and workable relationship among a web of people that may include client, architect, other project consultants, contractors, suppliers & Authority/Regulatory bodies.
- Coordinate with vendors, subcontractors, and internal teams to ensure timely delivery and installation of ELV systems.

- Provided on-site support during installation and commissioning phases.
- Evaluating site team members performance.
- Liaison between the System shop-drawing and the technical disciplines.
- Conduct site inspections and supervise installation to ensure compliance with design specifications and quality standards.
- Coordinate with Procurement team and Ensure the delivery of materials on-time, and approved brands are using at site.

#### **Innovative Contractors for Advanced Dimensions (ICAD), Saudi Arabia | Site Engineer July 2022 – February 2023**

- Co-ordinate activities in Site as per instruction from Project Team.
- Installation and Maintenance of ELV systems such as Structured Cabling System (SCS), Public Address System, Fire Alarm System, Access Control System and Car-Parking Management System.
- Regularly checking progress of work according to the schedule.
- Monitor and assign work to technicians in accordance with Company's policies, procedures and limit of authority.
- Maintaining safety on site through promoting a safety culture.
- Conducting on-site investigations and analyzing data.
- Ensuring the availability of materials in store and approved brand are using at site.
- Maintaining a clear and workable relationship among a web of people that may include client, architect, other project consultants, contractors, suppliers & Authority/Regulatory bodies.

#### **SS Controls, India | Electrical Engineer March 2021 – April 2022**

- Support and efforts to resolve product or process technical issues impacting product quality and delivery.
- Provided support to safety, quality, manufacturing, maintenance and engineering team to monitor equipment and processes to improve safety, quality, reliability and efficiency of processes to help improve manufacturing cost.
- Undertook planning, coordinating, developing and implementing new business application to agreed targets.
- Provided electrical support and technical leadership to the engineering team and maintenance personnel.

### **Projects**

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- **Al-Moosa New Rehab Hospital and Long-term Care Facility, Al Ahsa-Saudi Arabia ( ICAD-Site Engineer ) July 2022 – February 2023**
- **Checking Counters for Baggage Handling Systems, King Fahad International Airport, Dammam-Saudi Arabia ( ICAD-Project Coordinator) February 2023 – April 2023**
- **Enhancement, Rehabilitation and Expansion of Al-Ahsa Airport, Al Ahsa-Saudi Arabia ( ICAD-Project Coordinator ) April 2023- October 2023**
- **Piramal Mahalaxmi & Raheja Tower, Worli-India ( Sigma Bytes-Project Coordinator ) December 2023- October 2025**

### **Certificates and Training Achievements**

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- **Cisco Network Security; Secure Access, October 2023**
- **AutoCad; Creating Sprinkler and Fire Alarm Systems, September 2023**
- **Project Management Foundations, September 2023**
- **AutoCAD Electrical Essential, February 2022**
- **Power Communication, October 2018**
- **Power Electronics Internship, September 2018**

### **Languages**

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- English (Fluent)
- Hindi (Fluent)
- Arabic (Conversational)
- Malayalam (Native)
- Tamil (Fluent)