

SUSHANA ADURTHI

Senior Electrical Engineer

Project Management | Deliveries | Construction

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Date:

Dear Mr. / Ms. <First Name Last Name>

Greetings!

With a proven background in Project Management in Electrical Engineering scope, within the Oil and Gas industry, I have delivered quality solutions for multiple projects. I possess a record of success analyzing operations that work to improve efficiency and reduce costs. Expert skills in planning, monitoring, reporting, resource management, quality and risk management as well as serving as a reputable change agent, have resulted in consistently delivering high profile, multi-million dollar projects on time and on budget.

I have a strong background in project engineering, project management, supervision, technical evaluation, specification and document reviews, installation, site work and material inspection, project coordination, inspection, testing and commissioning.

My leadership style focuses on engaging team members to communicate, dynamically solve problems and deliver the highest quality solutions. I am currently seeking to provide your organization with the above skills as Project Engineer. A sample of key contributions includes:

Highlights of my qualifications include:

- Identified program risks and formulated action plans to mitigate risks and manage client expectations.
- Resolved program constraints from underbid contracts, leveraged engineering experience to design solutions that were less costly to build, leading to overall profitability.
- Handling and managing projects, planning, cost estimation, control, project scheduling, progress reporting, and document controlling, engineering, construction, and evaluation, project management for major and minor shutdown of the plant. Experience and responsibilities included project planning, field construction and projects on EPC basis.

As a detail oriented individual with a passion for excellence, I am adept at listening to clients' needs, then analyzing and implementing the best designed solution. I am effective and comfortable communicating with all levels of stakeholders and senior management. My unique background makes me a strong leader for major projects. I have devoted my career to developing proven engineering program management strategies in order to meet or exceed client expectations and set project parameters.

Please accept this letter and enclosed resume as an introduction to my skills and background. For a more detailed presentation of my offerings, feel free to contact me at your earliest convenience to schedule a conference. Thank you in advance for your consideration and I look forward to our conversation.

Sincerely,

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VALUE ADDITION:

10.5 years of expansive career as an electrical engineer, with a background in principles and practices of electrical transmission & distribution, engineering design and construction coupled with intensive knowledge of project execution and management. I have worked for EPC and EPCM projects coupled with extensive experience in project engineering, project management, supervision, technical evaluation, specification and document reviews, installation, site work and material inspection, project coordination, inspection, testing and commissioning. I have worked for onshore down stream and upstream oil and gas projects, power generation and distribution. Write work technical specifications, equipment specifications, method statement, control philosophy, commissioning procedures and related documents. Participate in technical bid evaluation, resolved technical queries, and provide technical clarification. Skilled in communicating with people of differing levels of authority and cultural backgrounds. Excellent supervisory experience, including setting goals and objectives, project development, planning and organization, budget monitoring and cost control.

RECOGNIZED FOR:

- Expertise in HAZOP, HSE, risk assessment, and electrical safety management.
- Knowledge of international standards.
- Extensive exposure in erection and commissioning of switch-yards, substations and power transformers in Oil and Gas projects.
- Deftly handling and managing projects, planning, cost estimation, control, project scheduling, progress reporting, and document controlling, engineering, construction, and evaluation, project management for major and minor shutdown of the plant. Experience and responsibilities included project planning & coordination, field construction and commissioning on EPC basis.

CRITICAL FOCUS REMAINS ON:

- Operating single or multi-disciplinary projects on EPC basis with all necessary interfaces with the clients.
- Review of drawings, designs, modifications and specifications, inspection of ready units, construction stages and processing of stage payments and also preparation of status of work reports and monthly progress reports.
- Inspect project site and construction facilities to ascertain the conformity with drawings, specifications and standards.
- Witness the field tests, review the test data and participate in commissioning and acceptance inspections for all electrical works in the infrastructure project.
- Prepare progress reports and check Bill of Quantities and invoices for payments to the infrastructure contractors.
- Review contractors' submittals for materials, equipment, spares, operation and maintenance manuals, as-built drawings, shop drawings and various other submittals.
- Inspect materials, equipment & spare parts are in compliance with approved specifications and drawings.
- Prepare, maintain and hand over the utility connection request forms with all the relevant documents/ drawings to HOP participants.
- Maintain complete information and drawing set records and also perform any other job related to the position.

WORK EXPERIENCE:

- Since June 2016
Deputy Manager Electrical
ABC Gas Sdn Bhd – Malaysia
- April 2014 To May 2016
Electrical Engineer (Construction) –
Projects
XYZ Limited - Rajasthan (Barmer)
- November 2007 To March 2014
Sr. Electrical Engineer - Oil & Gas
TUV Construction Projects
Konstelec Engineers Private
Limited - India

CRITICAL FOCUS REMAINS ON:

- End-to-End Project Management
- Infrastructure Management
- Budgeting / Cost Control
- Solution Implementation
- Service Delivery Management
- Service Revenue Management
- Quality Assurance & Control
- Infrastructure Services
- Risk Management
- Relationship Management
- Bid Analysis
- SOW
- Vendor Management & Negotiation
- Resource Development
- New Technology Implementation
- SLA Management
- Incident Management
- Client Servicing
- Escalation Management

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ACADEMICS & TECHNICAL SKILLS:

- BTech Electrical & Electronics Engineering - Kerala University - 2007
- MBA Project Management - Sikkim Manipal University - 2016
- AutoCAD, ETap, MiPower.

CERTIFICATIONS:

- Philosophy of Protective Relaying (Electrical) | 220 kV Grid Islanding and Relay coordination | Safety Courses | Basic Fire Fighting | Electrical Safety| Confined Space Entry | COP(Cairn Observation Programme) | Road Safety Analysis | H2S Safety Training | Risk Assessment evaluation and HAZID(Hazard identification) and HAZOP (Hazards and operational study) evaluations.

ROLE ACCOUNTABILITY:

- Function in a Project Manager role on one or more large projects which includes development of project control plans
- Ensure required resources and effective processes are in place to execute the project control plans
- Apply effective changes management processes to ensure capital discipline
- Lead forecasting/reporting of cost and schedule performance throughout project life cycle
- Ensure the appropriate level of project controls and if necessary financial controls processes are in place to comply with the Delegation of Authority or Internal Controls policies
- Assist project team in resolution of issues involving cost, schedule, & changes
- Support common methods & standard reporting format for reports
- Conduct post project audits to collect actual data versus estimated data for the purpose of making adjustments to estimating assumptions and processes
- Ensure that relevant cost management procedures and reporting requirements are incorporated where appropriate on contractor's scope of services
- Report project cost to management as well as analyzing cost and schedule variances and recommending corrective actions

PROJECTS ACCOUNTABILITY:

ABC GAS SDN BHD,MALAYSIA

- Construction coordination and supervision.
- Commissioning- system sub-system identification, Mark-ups and coordination.
- Expedition of material delivery for long lead items.
- Technical Evaluation of subcontractors, vendors.
- Site Progress review and the mitigation plans- preparation and coordination.
- Site HSE implementation and safety perform

XYZ LTD

- 220kV OHL of 24 KM fed from 400kV Substation of RRVPNL in Barmer.
- 220kV Switchyard equipment's CVT's, LA's and CT's.
- 220kV GIS Substation with one line bay and two outgoing bays and BUS VT and Bus coupler bay.
- 2Nos 100/125 MVA 220/33kV Transformers.
- 4 Capacitor Banks of 10 kVA each.
- Local Control Panel for GIS bays.
- Mosaic Panels and C&R Panels.
- Protective Relays.
- HVWS Firefighting system/CCV and ACCESS controls.
- 6.6kV EHouse (packaged substation) comprising 21 verticals of HT Panels and 28 feeders of 415 V PMCC and the AC and DC Power Distribution System and the HVAC System.
- Electrical Installation of HT Motors from 270KW till 8MW.
- Compilation of Documents for the DGMS approval and coordination of DGMS statutory approval.
- Documentation related to the projects handled. Preparing and verifying QAP, JOB PROCEDURE, JSA, ITR, Quality checklists and RFI documents.

KONSTELEC ENGINEER PVT LTD

- E&I balance jobs for PFCCU area and E & I job in PPU unit are the Major Projects.
- The project consists of 11KV HT Substation and associated utilities, which feed the Entire Poly Propylene plant of ONGC in MRPL Refinery, Mangalore.
- EURO IV Implementation Project with Engineers India Limited.
- EURO IV Offsite and Revamp Project with Tata Consulting Engineers.
- CDUVDU II Revamp Project with Engineers India Project.
- Addition of DHDT and NHT Plants with 6.6kV HT Substation.
- Revamp of 110Kv Switchyard, replacement of 12.5MVA Transformer with 25MVA Transformer 4Nos, and 11kV HT Substation, Retrofitting for the existing HT Panels. CDU VDU II Revamp by adding 4Nos verticals in existing HT Substation.
- CDU VDU II Revamp Project.
- Addition of 7MW Main Air Blower and 3MW Instrument Air Compressor, addition of HT Panels and Transformer of 18MVA for MAB Starter.
- 4X 660MW Coal based Power Plant BOP Project.
- Includes 11kv HT Substation and 14Nos LT Substation for various Plants. Coal Handling System and Coal Transfer Unit with VFD Automation.
- RTF and Utility Expansion.

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PROJECTS EXECUTED:

ABC GAS SDN BHD, MALAYSIA

- Rapid Refinery Tank Farm Project Of Petronas - Malaysia
 - EPCC PROJECT - TEAM SIZE : 180
 - Value - USD 561 Mn

XYZ LTD

- Installation and Commissioning of E House (Packaged Substation), related facilities and utilities for treating the Polymer Enriched Oil as the part of MPT modifications and MUP Upgradation Projects
 - Team Size - 150 | EPCC Sub contractor - M/S L&T
 - Value - USD 60 Mn
- Implementation of Grid power facility for the enhancing the Power Loads of all the Well Pads and the associated processing utilities in Mangala processing Terminal.
 - Team Size 130 | EPCC Subcontractor - M/S Alstom
 - Value - USD 27 Mn

KONSTELEC ENGINEERS PVT LTD

- Reliance Dahej Manufacturing Division, Dahej, Gujarat.
 - Team Size – 120
 - Value - INR 21 Crs
 - Mangalore Refineries and Petrochemicals Limited, Mangalore, Karnataka
 - Team Size – 95
 - Value - INR 18 Crs
 - Chennai Petroleum Corporation Limited, Chennai
 - Team Size – 70
 - Value - INR 13.7 Crs
 - Hindustan Petroleum Corporation Limited Refinery, Vishakhapatnam
 - Team Size – 50
 - Value: INR 3.80 Crs
 - ADANI Power Plant Mundra, Gujarat
 - Team Size – 40
 - Value – INR 1.80 Crs
 - Reliance Refineries, Jamnagar
 - Team Size – 15
 - Value - INR 80 Lks
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