



## VIPIN R

Experienced professional with 11 years in the same firm, transitioning from accomplished Electrical Supervisor to Junior Engineer. Proven track record in electrical engineering projects, emphasizing safety, efficiency, and innovation. Adept team leader with strong problem-solving skills, effective communication, and collaboration abilities. Seeking opportunities in electrical and administrative roles, combining technical expertise with administrative acumen for dynamic contributions in a growth-oriented environment.

### CONTACT DETAILS

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Diera, Dubai -UAE

### ACADEMIC CREDENTIALS

#### DIPLOMA IN ELECTRICAL AND ELECTRONICS ENGINEERING | 2013

- State Board of Technical Education
- Kongu Polytechnic College  
Erode, Perundurai

#### HIGHER SECONDARY | 2010

- Board of Higher Secondary Examination, Kerala, India
- MVHSS Thundathil  
Chenkottukonam  
Kariyavattom Trivandrum

#### SSLC | 2008

- Board of Public Examination, Kerala, India
- Govt. Higher Secondary School Kulathoor
- Trivandrum

### CERTIFICATION

#### Emergency Response and First Aid Training Course

- Conducted on 15th June 2023 at Kerala Digital University Campus, Mangalapuram, Thiruvananthapuram by the Indian Institute of Emergency Medical Services

### KEY SKILLS

Technical Skills	Project Management	Analytical skills	Decision-making
Regulatory Compliance	Time Management	Communication Skills	
Software Proficiency	Leadership & Initiative	Safety & Risk Management	

### EMPLOYMENT CHRONICLE

**JUNIOR ENGINEER ELECTRICAL (CONTRACT) | 2021 - 2023**  
KERALA UNIVERSITY OF DIGITAL SCIENCES, INNOVATION & TECHNOLOGY (GOVT. OF KERALA)

**ELECTRICAL SUPERVISOR (CONTRACT) | 2013 - 2021**  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT, KERALA

The Indian Institute of Information Technology & Management, Kerala, previously an autonomous institute under the Government of Kerala, transformed in 2020 into the Kerala University of Digital Sciences, Innovation & Technology, still governed by the Kerala government.

#### Duties & Responsibilities as Junior Engineer Electrical

- Assist in planning, designing, and executing electrical engineering projects.
- Participate in designing electrical systems and components.
- Conduct analysis and calculations for designs, ensuring compliance with safety and performance standards.
- Assist in testing and validating electrical systems and components.
- Create and maintain technical documentation, including drawings, specifications, and reports.
- Stay informed about industry standards, codes, and regulations.
- Provide support during the construction and installation phase of projects.
- Orchestrated transportation logistics to ensure a seamless experience for guests.
- Supervised facility operations, specifically focusing on housekeeping, to maintain impeccable cleanliness and guest satisfaction.
- Assist in quality control processes to ensure reliability and performance.
- Participate in safety meetings and contribute to the development of safety procedures.

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Basic Operation	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

LANGUAGES KNOWN

English	<div></div> 100 %
Malayalam	<div></div> 100 %
Hindi	<div></div> 85 %
Tamil	<div></div> 100 %

INTERESTS

		
Songs	Travelling	Reading

Duties & Responsibilities as Electrical Supervisor

- Developed and implemented project plans, schedules, and timelines.
- Led and supervised a team of electricians, assigning tasks and ensuring proper training.
- Streamlined transportation logistics for guests to ensure a seamless and enjoyable experience.
- Oversaw and managed facility operations, with a specific focus on housekeeping, to maintain the highest standards of cleanliness and guest satisfaction.
- Enforced and promoted adherence to safety regulations and protocols.
- Monitored and ensured electrical work compliance with industry standards and regulations.
- Managed and allocated resources efficiently, including personnel, materials, and equipment.
- Identified and resolved electrical issues, collaborating with the engineering team.
- Maintained accurate project documentation, including drawings, specifications, and reports.
- Assisted in developing project budgets and monitored expenditures.
- Facilitated training sessions for the electrical team to enhance skills and knowledge.
- Implemented environmentally friendly practices and adhered to sustainability guidelines.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 30/05/1993
Nationality	: Indian
Marital Status	: Married
Permanent Address	: Melkulangara Veedu Thrippadapuram, Kulathoor, P.O 695583 Trivandrum, Kerala, India
Passport Number	: B8631373
Visa Status	: Visit Visa

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

VIPIN R