



GAURAV KHATOR

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Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step; targeting for mid-level assignments in a leading organization.

CORE COMPETENCIES

Project Planning & Execution

Field & Site Supervision

Requirement Gathering

Stakeholder Management

Health & Safety Management

SLD Management

Purchase Billing, Invoicing

Manpower Management

Resource Optimization

Procurement and Logistics

PROFILE SUMMARY

- *5 years of experience in **Site Engineering Operations and Management** with an understanding and evaluation of Project & Facilities requirements*
- *Skills in **executing projects and adopting modern methodologies** in compliance with quality standards; enabling **ELV Installations** such as **Guest Room Management System (GRMS), Public Address System, Security system, Dimming Control System, Lighting Control System, Fire Alarm system**. Coordination with other agencies such as **HVAC, Plumbing, Fire Fighting, BMS System, Communication System** for proper integration*
- *Skills in **coordinating with internal/external stakeholders** for requirement gathering, projects operations and experience of implementing procedures & service standards*
- *Excellence in **managing the manpower and material requirements** for the project and ensuring optimum utilization of the same*
- *Proficient in **liaising with clients, vendors, contractors, services consultant, structural consultant, architects, project management consultants** to ascertain technical specifications through optimal manpower & material utilization*
- *Resourceful in introducing **Safety Management Systems** at the site level to comply with EHS requirements*
- *A keen performer with capacity to excel through combination of capability, creativity, interpersonal skills and commitment levels*

ORGANISATIONAL EXPERIENCE

Voltas Oman- LLC, Oman, Mar'17 – Present

Growth Path:

Mar'17 – Mar'18 Graduate Engineer Trainee

Mar'18 – Present Project Engineer – Electrical Projects

Projects:

Kempinski Hotel & Apartment – Al Mouj, Muscat, Oman

Oman Across Ages Museum – Nizwa, Oman

Key Result Areas

- Finalizing the **requirements & specifications in consultation with Clients** along with managing the project schedules; including material & manpower planning with the team.
- Facilitating the **ELV installations** such as **Guest Room Management System (GRMS), Public Address System, Security system, Dimming Control System, Fire Alarm System and Lighting Control System**.
- Coordinating with multiple other agencies such as **HVAC, Plumbing, Fire Fighting, BMS System, Communication System**
- Detail design and engineering along with design consultant synchronizing the contract scope, client requirement and specification and standards.
- Verification of electrical shop drawings such as **lighting, power, Containment & fire alarm** and coordinating with the senior engineers / project manager for the drawings before submission
- Spearheaded the installation of the various Electrical and ELV systems as per the approved shop drawings.
- Spearheaded the Pre-inspection of the various Electrical and ELV systems as per the approved shop drawings.
- Taking adequate measures like **forming quality circles, maintaining necessary records** and **conducting audits** to comply with statutory quality & environmental/engineering standards
- Coordination with **Services Consultant, Structural Consultant, Architects, Project Management Consultants** and so on and analyzing & **evaluating the status of work** and ensuring the same as per the contract norms
- Tracking **Daily Work Sheet, allocating the work to technicians/sub-contractors**, reporting the site progress to Senior Management and preparing the Labor Bill by taking site measurements on a weekly basis

- Preparing **project baselines**; monitoring and controlling projects with respect to **cost, installation, resource deployment, time over-runs, technical specification, statutory requirements**; ensuring suitable deployment and timely availability of manpower (designers , engineers & drafting), **scrutinizing BOQ** and so on
- Undertaking inspection of all electrical installations in compliance with electrical codes and laws
- Troubleshooting all electrical problems, identifying route cause and recommending options for elimination of same
- Monitoring daily construction activities; estimated quantity of items involved; prepared bar chart and ensured timely completion of jobs

Highlights:

- Successfully, imparted **technical training & guidance** to **185 team members** (workers, foreman and supervisors) for Oman Across Ages Museum Project
- Led and **guided a team of 120 team members** (workers, Foreman and Supervisors) for Kempinski Hotel & Apartment project

Voltas Limited, GEC-IOBG, Mumbai as Graduate Apprentice Trainee, Jan'16 – Feb'17

Key Result Areas:

- Managed **preparation of cable schedule, sizing, calculation** along with DB schedule checks & load balancing.
- Lighting & power shop drawing checks with RCP and ID layouts
- Facilitated calculation of **voltage drop, load schedule, capacitor sizing, cable tray sizing, cable routing.**
- **Quantity take off-** lighting, fire alarm, small power systems and estimation of cables & equipment & BOQ filling.

ACADEMIC DETAILS

- **2020:** **PGDM (Operations Management)** from Welinkar Institute of Management, Mumbai with 83%
- **2015:** **B.Tech. (Electrical Engineering)** from Bharati Vidapeeth College of Engineering, Pune, with 63.87%
- **2011:** **12thStd.** from Madhu Bal Niketan Senior Secondary School with 69.84%.

TRAINING

- **Organization:** Nuclear Power Corporation of India Ltd., Rawatbhata, Kota
- **Period:** Jun'14 to Aug'14
- **Scope:** Gained knowledge about generation of electricity with the help of Uranium 235 and use of wastage comes out from Uranium 235

IT SKILLS

- Operating Systems: Windows 98/99/2000/XP/7/8/10
- Software: MATLAB Software, AutoCAD, Autodesk, MS-Office
- Basic Knowledge of PLC, SCADA
- MS Office: Word, Excel, PowerPoint

EXTRACURRICULAR ACTIVITIES

- Participated in multiple events of Bharatiyam 2013, 2014 & 2015
- Participated in Akhil Bharatiya Sanskrit Gyan Pariksha, Haridwar 2004 – 05 and secured 2nd rank on District Level
- Participated in Bharatiya Sanskriti Gyan Pariksha, Haryana 2002-2006

PERSONAL DETAILS

Date of Birth: 16th May 1992
Languages Known: English, Hindi and Mewari
Current Address: Chittorgarh, Rajasthan.
Permanent Address: 87, Maru Street, Mandalgarh Dist. Bhilwara – 311604, Rajasthan - India
Passport Number: K4436260 – Valid till 3rd May 2022.
Relationship Status: Married.
Notice Period: 1 Month