



NEELU CHITOSIYA

## Electrical Engineer

### ABOUT ME

To obtain the Electrical Engineer position in a company where I can utilize my experience and skills for the successful completion of each job task.

### WORK EXPERIENCE

Sept-2024- Present

Grams electrical Pvt. Ltd

Billing & Costing engineer

- Developing detailed project cost estimates and analyzing rates for labor, materials, and equipment to assist in budgeting.
- Preparing, processing, and certifying periodic running bills and final bills for clients and subcontractors, ensuring alignment with work progress and contract terms.
- Monitoring project costs against the estimated budget, highlighting variances, and assisting in cost reconciliation.
- Taking quantities from received drawings and preparing BOQ or if BOQ provided confirming BOQ quantities with tender drawings and identifying the extra works if any.
- Compile the tender BOQ with description based on the quantity take-offs
- Placing order according to BOM, and coordination with vendor for on time delivery

Oct-2023- Aug-2024

Advance Power Technology

Costing, Estimation Engineer & Project Coordinator

- Estimate quantities, surface area, volumes, etc. and Perform all quantity take off for our assigned scope of work
- Compile the tender BOQ with description based on the quantity take- offs.
- Based on awarded tenders, prepare and check quantification and fabrication drawing to be given to production team for fabrication (bill of quantities and bill of material)
- Analysis of rates of labor, material and plant (fixed and variable) and thus assist build up costing, pricing and analysis of direct and indirect cost for BOQ items.
- Taking quantities from received drawings and preparing BOQ or if BOQ provided confirming BOQ quantities with tender drawings and identifying the extra works if any.
- Panel testing and preparing test report of project.
- Placing order according to BOM, and Coordination with vendor for on time delivery.

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Wara Rewari  
(Haryana)  
Pin- 123401

### EDUCATION

Bachelor's Degree in  
Electrical Engineering

Laxmi Devi Institute of  
Engineering and Technology  
2014-2017

Diploma in Electronics  
Engineering Govt.  
Polytechnic College-  
Neemrana 2008- 2011

12th from Rajasthan  
Board of Secondary  
Education 2007

10th from Rajasthan Board of  
Secondary Education 2005

### EXPERTISE

- Designing and overseeing the installation of electrical systems in buildings.
- Analyzing and interpreting data.
- Project planning, Project costing, Estimation, Cost estimation, Quantity surveying, Delivery challan, Preparing purchase order, Billing, Bill of quantity & cost rate estimating.

## LANGUAGE

- English
- Hindi

2021 - 2022

Fire Free, Rewari, Haryana

### Project Coordinator

- Coordinating internal resources and vendors for the flawless execution of projects.
- Ensure that all projects are delivered on-time, within scope and within budget.
- Ensure resource availability and allocation.
- Develop a detailed project plan to track progress.

2017 - 2018

Shalu Automations, Gurugram, Haryana

### Project Coordinator

- Evaluation project scope to estimate costs and set time lines or project deliver.
- Rendered technical drawings and electrical systems specification exceeding company standards.
- Coordinated with vendors to identify procure appropriate equipment necessary for project.

## PERSONAL DETAIL

Date of Birth	15-12-1990
Marital Status	Married
Gender	Female

## DECLARATION

I hereby, declare that the above information given is true to the best of my knowledge.

