

Sankar Vinayagam

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Project Coordinator & Administration

PROFESSIONAL EXPERIENCE

COMPANY NAME : ABDULLA FOUAD GROUP, Saudi Arabia. (www.abdulla-foud.com)

DESIGNATION : Project Engineer/Coordinator

DURATION : From January 2017 to PRESENT

- Replacement of Paper Insulated Power cables by XPLE Power cables at King Fahad Industrial Port-Jubail. (Jan 2017 to July 2019)
- Shifting all 69kV Feeders from Old Dhahran Central to New Dhahran Central 230/69 KV BSP (4400009283) (July 2019 to July 2020)
- Improvement of Zallum Village Substation 13.8/33KV Al Jouf (4400007073) (July 2020 to Present)

ROLES & RESPONSIBILITIES FOR LEAD ENGINEER & CO-ORDINATOR

- Checking the drawing and details and ensure that the approved documents are in conformity with site conditions. Report any problems/issues to the Manager department.
- Supervises the engineering activity (all disciplines) on a project, plan and directs engineering assignment on the project. Has technical responsibilities for interpreting, organizing, executing, and coordinating these assignments.
- Coordinate project management activities, project schedules and information.
- Provide administrative support to other department in work related responsibilities of EPC project.
- Review the project execution schedule developed the cost and planning department to ensure the project Engineering progress will be achieved.
- Able to prepare project reports, organisation chart, flow charts, schedules and action plans.
- Plan, direct, co-ordinating the work and control.
- Execute project accordance with corporate practice and project procedures.

- Routine site office activities including report keeping, document control etc.
- Preparing and update three weeks looks work schedule progress.
- Prepared Bi-weekly and monthly reports presented to client.
- Raised engineering project invoice for the execution project.
- Providing back-up support of operations with miscellaneous administrative duties.
- Developed and implemented manpower utilization and control procedures.
- Coordinated with disciplines leads to keep updating the time schedule.
- Prepare and develop all essential execution plan as required.
- Prepared and analysed monthly reports, narrative and curves.
- Developed a performance measurement system for engineering and procurement activities.
- Coordinated the schedule of the various engineering operations.
- Maintain the control over manpower and material resources in order to complete the project within budget, schedule, quality and HSE requirement.
- Highlighting resolving project issues at the earliest opportunity.
- Coordinating between the site requirements and home office.
- Participate with procurement meeting.
- Update and maintain hard copies, retrieval activities, main databases of project information for use by the Project team and client.
- Document lessons learned and to review/implement lessons learned from other projects.

COMPANY NAME : ISOLUX CORSAN S.A, Kuwait. (www.isoluxcorsan.com)

DESIGNATION : **Asst. Engineer**

DURATION : **JUNE 2014 – DECEMBER 2015**

- **Supply & Installation of 300KV OHTL to connect Existing line with Rawdatain (W) and Rawdatain (X) Substation 300/132/11 KV, MEW/C/4685.**

COMPANY NAME : **SRINIVASA CONSTRUCTION, India.**

DESIGNATION : **Site Coordinator**

DURATION : **JUNE 2013 – JUNE 2014**

ROLES & RESPONSIBILITIES FOR SITE ENGINEER & COORDINATOR

- Daily reporting to the Site Manager regarding the progress achieved at site and also indicates the actual status against the planned activities. Report site issues which need special/ immediate attention of management.
- Coordinating with all sections of the company (Logistics & Procurement, quality control, HR & Administration and Accounts) as per internal procedures.
- Day to day management of site including supervising and monitoring the site labour force and monitoring the work of any sub-contractors/EPC contractors.

- Preparing project organization and communication charts.
- Ability to coordinate completion of multiple tasks and deadlines.
- Provided timely project status updates to the Project Managers.
- Preparing Daily progress report (DPR) & Weekly report.
- Maintaining and updates company database.
- Assist the Manager in supervising the work of team members and tracking overall work progress.
- **Construction of 400kv D/C quad Transmission Line from Papakudi to Parangipettai 45km (portion of Cuddalore – Nagapattinam) of IL&FS (Infrastructure Leasing & Financial Services).**

ROLES & RESPONSIBILITIES FOR TRANSMISSION FIELD

- Ability to provide proper guidance to maintain high quality workmanship.
- Efficiently handling overall responsibilities pertaining to overall data management of the files of projects and store materials records also.
- Accountable for Project Planning, Scheduling and Management of resources and risks using leading Project Management.
- Responsible for client handling and conducting daily site inspection to confirm project activities and their status.
- Responsible for Foundation, Erection and Stringing of Transmission Lines and managing the entire gamut of office and site work.
- Responsible for Field Inspection & Site Monitoring of Power Transmission Line.
- Conducted and documented weekly status review for upper management.
- Responsible for all inventory, shipping and receiving.
- Gathered and assembled materials for daily projects.
- Ensure that all site works are performed in conformance to the Safety, Health and Environment (SHE) policy.
- Getting work permit for site work and other activities work.

SKILLS/ QUALIFICATION

- MS office.
- Degree Qualification in an Engineering discipline.
- Saudi Council of Engineering Certificate (SCE).
- Able to lead others in a challenging environment.
- Work within a team to establish direction and commitment.
- Primavera P6 (planning and scheduling).
- Experience: Minimum 3 years in planning, scheduling and coordination reporting, out of which at least 3 years in EPC projects with focus on Project Control Engineer and Management.

KEY SKILLS

- Easily adjustable in team environment.
- Sincere and hardworking.
- Determined & goal oriented.
- Looking forward to handle responsibilities.

EDUCATION

Course	Institution	Medium	Board	Year	Aggregate
B. Tech	Sri Sai Ram Institute of Tech, Chennai - 600044.	English	Anna University Chennai	2013	65%

PERSONAL DETAILS

Father's Name : E. Vinayagam
Date of Birth : 3rd September 1991
Language : English, Hindi, Tamil
Address : Al Adama street, Dammam, Saudi Arabia.
Nationality : Indian
Marital Status : Single
Passport No : L7164391

DECLARATION

I hereby honestly declare that the above details are true and correct to the best of my knowledge.

Place: Saudi Arabia.
Date:

[V Sankar]