

Pushpita Jannat Drishti

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Career Objective:

As an Electrical Engineer I have learned and successfully played roll in designing, supply chain management, public procurement, and material management. My career objective is to utilize my technical expertise and strategic planning skills to contribute to an organization's success in providing efficient and sustainable solutions in the energy sector. I strive to create innovative designs, manage resources effectively, and foster collaboration within multidisciplinary teams to achieve optimal project outcomes. With a dedication to continuous learning and professional development, I am committed to delivering high-quality results while maintaining the highest standards of ethical conduct and transparency.

Work Experience:

I. **Working as Electrical Engineer (Procurement & Material Management) at China National Technical Imp. & Exp. Co.** (26th April 2022 to 31st August 2023)

Documentation and Reporting

Creating detailed design documents, technical drawings, and reports for internal and external stakeholders. Keeping accurate records of design changes, test results, and equipment specifications.

Design and Planning

Developing electrical distribution system layouts, including transformers, substations, switchgear, and distribution lines. Calculating load demands and performing load flow analysis to ensure efficient and reliable distribution of electrical power. Sizing and specifying components like transformers, poles and fittings, RMU, circuit breakers, relays, and protective devices. Determining the optimal voltage levels for distribution and managing voltage regulation.

Maintenance and Monitoring

Developing maintenance procedures and schedules for the distribution system components. Monitoring the performance of the distribution system over time and identifying potential areas for improvement or upgrades.

Coordination and Integration

Collaborating with other engineering disciplines (civil) to ensure the integration of the power distribution system with other project components. Coordinating with project managers, construction teams, and contractors to ensure the smooth execution of the distribution system installation.

Equipment Selection and Specification

Selecting appropriate equipment and components based on project requirements, such as transformers, circuit breakers, conductors, and insulators. Preparing technical specifications for equipment procurement and collaborating with suppliers.

Energy Efficiency and Reliability Improvements

Identifying opportunities for optimizing the distribution system's energy efficiency and reliability through advanced technologies, automation, and smart grid solutions.

Testing and Commissioning

Conducting testing and commissioning of distribution equipment to ensure proper functionality and performance. Troubleshooting and resolving any issues identified during testing.

Safety and Regulatory Compliance

Ensuring that the power distribution system design adheres to relevant safety codes, standards, and regulations. Implementing measures for grounding and lightning protection to minimize the risk of electrical hazards.

Construction and Implementation

Overseeing the construction and installation of distribution equipment, ensuring that it follows the approved design and adheres to safety standards. Conducting site visits to monitor progress, address issues, and provide technical guidance to the construction team.

Procurement and Supply Chain Management

Plan, develop, and execute strategies for efficient material sourcing, procurement, and distribution to ensure timely availability of required materials for production. Collaborate with cross-functional teams to forecast demand, monitor inventory levels, and maintain optimal stock levels while minimizing carrying costs. Identify and qualify dependable suppliers, negotiate terms and contracts, and manage vendor relationships to ensure quality, cost-effectiveness, and on-time deliveries. Monitor market trends, economic indicators, and industry developments to anticipate potential supply chain disruptions and implement mitigation strategies. Lead efforts to continuously improve supply chain processes, identifying opportunities for streamlining operations, reducing lead times, and enhancing overall efficiency. Collaborate with quality assurance teams to ensure that materials meet specified standards and address any issues related to non-conforming or defective materials. Monitor compliance with regulatory requirements and ethical standards throughout the supply chain, addressing any issues related to sustainability, social responsibility, or legal compliance. Prepare reports and analyses to provide insights into supply chain performance, costs, and potential areas for improvement to senior management. Provide leadership, mentorship, and direction to the supply chain team, fostering a collaborative and purposeful work environment.

Project Management

Assisting project managers in budgeting, resource allocation, and timeline management for the electrical engineering aspects of the project.

II. Worked as Trainee Assistant Officer at IFIC Bank Limited (3rd October 2021 to 25th April,2022)

- Providing provide documents management, data entry, IT service, configure computers and related devices, storing files, one-stop banking services including cash withdrawal, cash deposit, account opening, fixed deposit, term deposit, loan, RTGS, balance transfer.

Educational Background:

- **M.Sc. in Electrical and Electronic Engineering**
From May-2021 to Ongoing
Faculty of Engineering,
American International University-Bangladesh (AIUB)
- **B.Sc. in Electrical and Electronic Engineering**
CGPA 2.80 out of 4 (Passing Year: 2020)
Faculty of Engineering,
American International University-Bangladesh (AIUB)
- **Higher Secondary School Certificate (HSC)- 2014**
GPA 4.20 out of 5
Naogaon Govt. College, Naogaon
- **Secondary School Certificate (SSC)- 2011**
GPA 5 out of 5
Naogaon Govt. Girls' High School, Naogaon

Intrinsic Qualities:

- Able to work under pressure and meet deadlines and crisis management capability, to work in a team and, leadership with responsibility and proper team coordination.
- Able to understand organization policy, take new challenges and learn with target oriented and negotiation capability, problem solving, think outside of the box and communication skills with flexible mind-set.

Certification & Achievement:

- ★ Certified for **Amateur Radio License** from Bangladesh Telecommunication Regulatory Commission (BTRC).
- ★ Certified for **Business Processing** training from TechBrigrades.

Co-curricular Activities:

- General member of AIUB Oratory Club (AOC), AIUB Drama Club (ADC).
- Singer and Organizer of AIUB Performing Arts Club (APAC).
- Worked as Girl in Rover in Naogaon Govt. College Rover Scout Group (B unit)
- Achieved certificate for Singing & Reciting Course from Bangladesh Shishu Academy.
- Achieved certificate for Singing Course from Chayanaute.

Training & Participation:

- Certificate for participating seminar on “**Power Transformer Technology and Practice**” organized by IEEE AIUB at American International University Bangladesh (AIUB).
- Certificate for participating workshop on “**Microcontroller and Basic Robotics**” organized by ACES (AIUB Community of Engineering Students) at American International University Bangladesh (AIUB).
- Certificate for participating on “**Workshop on PSim**” organized by AIUB Community of Engineering Students at American International University Bangladesh (AIUB).
- Participated in **HR Debate [English] Competition-2017** at North-South University
- Participated in various **Singing- Recitation-Public Speaking-Debate** competition in school-college and in **National Children Prize Competition**
- Attended Life Skills Training (UNICEF), 17th Rover Moot (Bahadurpur, Rover palli, Gazipur - 2011) and 10th National Rover Moot (Deviganj, Panchagarh - 2013).

References:

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Md. Ismail Hossain

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Declaration:

I hereby declare that all the information given above are true and complete to the best of my knowledge and belief and I can offer any documents on behalf of those information.

Pushpita Jannat Drishti