

# BINOY B

## **Manager**

Kerala 678508

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+91 79944 10377

A hardworking and enthusiastic Administration, Accounts and Engg professional with a proven track record of business administration and project management. I always strive to achieve the highest standards as possible, at any given task and in any situation..

Willing to relocate: Anywhere

## Work Experience

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### **HR/Admin Manager**

Royal Classic Private Limited - Kerala

2020 to 2021

Served as HR as well as the Admin Manager on administration and accounts along with floor management and employee control and coordination.

- > Screening and recruiting
- > Bank Reconciliation
- > Handling employers and clients
- > updation of ledgers and outstanding balances
- > Processing official and legal documents
- > up to date attendance and leave recording
- > handled Pf and esi
- > Payrolls
- > Monitoring of overall performance of the organisation as well as the staffing
- > Process of online and offline official payments
- > Generated daily sales reports
- > Handled day-to-day operations
- > Assured excellent customer service
- > Monitored sales and efficient working.

### **POLLUTION MONITOR**

PPCB - Puducherry, Puducherry

September 2018 to October 2019

Air and water pollution monitoring by along with

- > diverse samples collection from different pollution affected areas
- > Testing and analysis of samples
- > Laboratory research and checking
- > finding out the extent of pollution
- > preparing results and reports
- > delivering prevention measures and safety precautions

## **Project Engineer**

KARNIZ PACKS LLP - Kochi, Kerala  
2017 to 2018

Served as the whole Technical Incharge for the whole equipments and machineries installed and in designing of enhancement of the organization by making new expansion plans and technical requirements

## **ELECTRICAL SITE ENGINEER**

J & J ASSOCIATES - Kochi, Kerala  
January 2016 to January 2017

- # Supervising and assisting all the works inside and outside shelter room.
- # Maintaining proper power supply for the electrically powered equipments by verifying the proper power supply availability for the equipments.
- # Checking & verifying the proper earthing of all the equipments for their effective working.
- # Maintenance and re-modification of all the electrical appliances like lights, fans plug points and associated cables notified by ACCEPT TEST.
- # Getting the Approval of proper working of the site as THE FIRST PRIORITY SITE.
- # Handled multiple projects at the same time and finished it before the end line.

## **ELECTRICAL ENGINEER**

INSTALLTECH ENGG. PVT. LTD - Palghat, Kerala  
December 2013 to January 2016

Place: PALAKKAD, INDIA.

Role and Responsibilities:

- Getting approval for the schematic diagrams from THE ELECTRICAL INSPECTORATE.
- Analysing the scheme diagrams.
- Viewing and inspecting the site.
- Lead the Electrical team for various projects.
- Reporting the electrical work items to the project manager.
- Preparing the submittals of electrical materials and reporting to the Project Manager.
- Supervise project execution, evaluate and monitor manpower productivity.
- Schedule the work in accordance to project timeline and deadlines.
- Write reports about work process and completion rates.
- Responsible for allocating work among team members for timely completion of project
- Establishing the design & its execution by Usage of tool as per I.S.O & I.E.S standards.
- Providing fire fighting & safety trainings & providing safety charts for safety working to ensure safety of workers.
- Testing & commissioning of Transformer, D.G.
- Verifying the incoming of proper power supply.
- Preparing the project completion report & B.O.M.
- Collecting the payments as per the B.O.M & execution of work.

## **Education**

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### **B.E in ELECTRICAL & ELECTRONICS ENGINEERING**

NEHRU INSTITUTE OF ENGINEERING AND TECHNOLOGY - Coimbatore, Tamil Nadu  
2013

## Skills / IT Skills

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- Microsoft Office
- C++
- Windows OS
- Autocad
- E-mail management
- Training
- Schedule Management
- Project Scheduling
- Leadership
- Time management
- Management
- Communication skills
- REST
- Customer service
- Typing
- Data collection
- Microsoft Access
- Documentation review
- Dealership experience
- Computer science
- Documentation review
- Database management
- Analysis skills
- Accounting software
- QuickBooks
- Workday
- Google Docs
- Human resources
- Human resources management
- Payroll
- HR sourcing
- Recruiting
- Program development
- Research

## Languages

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- English - Fluent

## Additional Information

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### Additional Qualifications::

Diploma in ELECTRICAL DESIGNING & DRAFTING

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- ELECTRICAL SYSTEM DESIGN
- SINGLE LINE DIAGRAM DESIGN
- TRANSFORMER{DISTRIBUTION, C.T & P.T} AND CABLES & CIRCUIT BREAKERS SELECTIONS
- EARTHING DESIGNING
- LIGHTING DESIGN BASED ON LUX CALCULATIONS
- POWER FACTOR CORRECTION
- ELECTRIC CIRCUIT DESIGN & D.B SELECTION

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Diploma in FIRE FIGHTING DESIGNING & DRAFTING

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- # FIRE PROTECTION SYSTEM FOR DIFFERENT TYPES OF BUILDINGS
- # FIRE EXTINGUISHERS
- # YARD HYDRANT
- # FIRE ALARM SYSTEM
- # SPRINKLER SYSTEM
- # TERRACE & GROUND LEVEL PUMPS
- # TERRACE & UNDERGROUND TANKS

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Computer Knowledge:

AUTOCAD, M S Windows, M S OFFICE, C++, C.

Declaration:

"I hereby declare that all the above information is true."

Place:

Date: BINOY B