

RESUME

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Career Objective: To adapt fast and cater to the various demands of the position held in order to achieve targets, thus ensuring that the project goals are met within the required time frame and to fullest customer satisfaction.

Experience Summary :

- Mechanical Engineer, having 8 years of experience in management & execution of projects of different disciplines. Have experience in managing various cycles of project using a combination of project management knowledge areas, skills for the desired result and to the satisfaction of customer. Good knowledge in computer aided project management tools like Primavera and ERP Packages.
- Competent in project execution utilizing minimal resources under budget and schedule limitations have completed projects successfully with the utmost satisfaction of reputed customer and to own management.
- Good technical base with satisfactory Industrial knowledge to effectively execute/support projects in scheduled time with required quality and client's satisfaction.

Brief Overview :

- Project, Contract, Risk, Claim and Project Scheduling.
- Attending project meetings, understanding scope & priorities, planning to attend the goals, guiding team to achieve targets.
- Reviewing manufacturing drawings, client approval, coordinate with shop floor/site & providing technical assistance as and when required.
- Follow up & expediting with vendors, contractors for timely delivery of the fabricated items, machined components to site/shop floor.
- Aware with ASME Codes.
- Aware of various manufacturing processes, latest NDT Techniques & other quality procedures.
- Well versed with export formalities.

Skills Summary :

- Good leadership skills, a decision maker, well organized, Good Negotiator resourceful and committed to Productivity, Quality, Safety and Environment.
- Team player and able to work with team and maintain good relations with seniors, subordinates and client.
- Certified PMP from PMI.
- Working knowledge of MS Office, Primavera, and ERP-LN Software.
- Working on various project execution & process improvement projects in the current organisation.

Training & Certification :

- **PMP®** certification from **PMI**.
- **Generative AI overview for Project Managers** by **PMI**.
- Various safety seminars and leadership programs
- Industrial internship for 1 month at **El-O-matic India Pvt. Ltd.**

Employment History :

1. Company: M/s. Oceaneering International Services Limited.

Current Position : Project Co-ordinator – Project Management Dept.

Period: May 2023 to till date

Roles & Responsibilities

- Review of relevant enquires with sales team for technical and non-technical issues including risk assessment before submission of final quote to client.
- Review PO and PO reconciliation after order receipt.
- Initiate internal kick-off meeting to communicate customer expectations, for smoother and on time execution of project.
- To seek customer approval on documents within reasonable time period or as per lead time requirement.
- To coordinate among all functional teams and shared services to get the job done.
- Maintain all the documentation relevant to the project (SoW documents, change requests, schedules, risk registers, etc).
- Prepare and maintain documents like project progress reports, invoices, budgets, timesheets, Project KPI's, etc.
- Work on arrangement of TPI, dispatch clearances and other project release activities.
- Work on planning, controlling and implementation of assigned projects, also conduct regular project control meetings.
- Maintaining regular and effective communication with clients to develop client relationships.
- Monitor the milestone payments and arrange for collection as per the milestones specified.

2. Company: M/s. Intervale Poonawalla Ltd.

Position : Sr. Engineer – Projects.

Period: Aug 2021 to May 2023

Roles & Responsibilities

- Review of relevant enquires with sales team for technical and non-technical issues including risk assessment before submission of final quote to client.
- Review of PO and PO reconciliation after order receipt.
- Initiate kick-off meeting with customer for better understanding and clarifications of customer expectations on micro level in reference to the project requirements.
- To seek customer approval on documents within reasonable time period or as per lead time requirement.
- To co-ordinate with various plants/suppliers and customers for queries resolution with time bond responsibility.
- Request review of production status and initiate action of any and communicate the same to customer on timely basis.
- Responsible for change order management.
- To take all possible actions like change order pricing policy, cost reduction in material/process, cost avoidance to uplift profit.
- Responsible for project release activities like arrangement of TPI, getting the dispatch clearances from customer.

3. Company: M/s. Emerson Process Management(India) Ltd, Pune

Position: Engineer - Project Management.

Period: Nov 2018 to July 2021

Responsibilities:

- Supporting PSQ(Price specialist and quote) in the bidding phase for finalizing the proposal.
- Ensuring the timely execution in line with customer expectations following release of the bill of materials.
- Lead the internal execution process within cross functions.
- Participate in overall project kick-off meetings and ensure that all quality and technical details, considered are executed.
- Proper review of including monthly review of engineering, manufacturing and planning function for entered orders.
- Responsible for ensuring product is available on time for inspection and ensure the timely shipment of goods.
- Actively manage the project schedule, proactively manage risk and any potential delays, and margin uplift of the project.
- Provides regular and timely progress reports to the customer and highlight any deviation compared to the original plan.
- Proactively resolve issues to ensure on time delivery of product in line with customer requirements, actively manage the project scheduler, proactively manage risk and any potential delays.

4. Company: M/s. Rotex Manufactures and Engineers Pvt. Ltd.

Position: Engineer – Sales and Marketing(VAS)

Period: July 2018 to Oct 2018.

Roles & Responsibilities:

- Generating leads and converting them into enquires.
- Converting the enquires into orders and increasing the business within the organisation.
- Frequent visits to customer for developing rapport with the customer, also courtesy visits to new customers for introducing the product range and generating new leads.
- Act as bridge between customer and factory for resolving the queries from both ends.
- Arranging the documentation approvals from customer and also addressing the technical queries during the approval cycle.
- Timely updating customer with order status and arranging for TPI once order is completed.
- Arranging the dispatch clearance and co-ordinating for smooth shipment of order.
- Collection of payment from client as per the milestones decided during the order finalization.

5. Company: M/s. Petromech Engineers Pvt. Ltd.

Position: Engineer – Projects

Period: Jan 2018 to Jul 2018.

Roles & Responsibilities:

- Reviewing all enquiry documents technically.
- Coordinating with client from enquiry to dispatch.
- Having a detail contact review both technically and commercially, also ensuring the correct order booking in ERP.
- Preparing order schedule with the help of planning team and updating the customer on timely basis.
- Ensure to release PR(Purchase Requisition) for on time release of vendor PO's.
- End to end interaction with client for all the queries during the manufacturing stage and ensuring smooth release of the order.

6. Company: M/s. Delval Flow Controls Pvt. Ltd, Pune

Position: Engineer - Project Management.

Period: Aug 2016 to Jan 2018

Responsibilities:

- Review of relevant enquires with sales team for technical and non-technical issues including risk assessment before submission of final quote to client.
- Review PO and PO reconciliation after order receipt.
- Initiate internal kick-off meeting to communicate customer expectations, for smoother and on time execution of project.
- To seek customer approval on documents within reasonable time period or as per lead time requirement.
- To coordinate among all functional teams and shared services to get the job done.
- Maintain all the documentation relevant to the project (SoW documents, change requests, schedules, risk registers, etc).
- Prepare and maintain documents like project progress reports, invoices, budgets, timesheets, Project KPI's, etc.
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Projects Summary :

- 1) Currently executing orders worth of **9.5 Mn USD for Pipe Connectors and Ball Joints**, where major customers are **IOCL, Tecnip, LTHE, Saudi Aramco, etc.**
- 2) Successfully and on time executed order for **KOC, Kuwait** with an order value of **4 Mn USD**.
- 3) Successfully completed an order from **TATA Project Ltd.** with scope of 321 On/Off valves to their **KG 98/2** of **ONGC** project with an order value of **4.5 Mn USD**.
- 4) Successfully handled large and complex projects for customers like **LTHE, EIL(HRRL, HPCL, etc)**.
- 5) Well versed with customer specifications like **ONGC and EIL**, also worked as specialist for the orders received from them.
- 6) Worked as **Key Account Manager** for customers like **Thermax Ltd., TATA Projects Ltd., and Atlas Copco Ltd.**
- 7) Received **appreciation mail** from **Project Manager(Thermax B&W)** for successfully managing the project and well within the delivery date.

Academic Accolades:

- 1) Organized various sport activities and extra-curricular activities.
- 2) Played and captained college football team for 3 years.
- 3) Member of governing body of MESA in college.
- 4) Active with arranging cultural events at college level and also was elected General Secretary for 2 years.
- 5) Organized various guest speakers on campus from industries and also arranged industrial visit to Volkswagen, Chakan, India in August 2015.

Academic Qualifications:

- **Bachelors in Mechanical Engineering** from **Savitribai Phule Pune University** with **65%** in 2016.
- **Diploma in Mechanical Engineering** from **Maharashtra State Board of Technical Education** with **68%** in 2013
- **S.S.C.** from **Sinhagad City School, Pune** with **75.64%** in 2010.

Personal Dossier:

Date of Birth: 11th June 1995

Permanant Address: '94/2', SAI AMAR, Tukaram Tupe Nagar, Mahadeo Nagar, Manjri(Bk.),
Hadapsar, Pune, Pin code:412307

Linguistic Abilities: English, Marathi and Hindi

Hobbies: Listening music,sing a song,reading books,travelling.Playing Games like
Chess,Cricket and Kho-Kho, Atheletes etc

I hereby declare that all the above information provided by me is true to the best of my knowledge.I will make it my earnest endeavor to discharge competently and carefully the duties you may be pleased to entrust with me.

Place: Pune

Date :

Sincerely,

Kunal Hanumant Jadhav