

MITUL DALVI

PROJECT MANAGER

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Dombivali East-421204

OBJECTIVE

Focused Project Manager adept at planning, directing and maintaining continuous operations in various departments. Experienced in directing manufacturing employees and keeping efficient production in accordance with quality standards. Applying creative and analytical approach to operations for continuous process improvement. Skilled at identifying or anticipating problems and providing solutions. Excels through mentoring, training and empowering team to excel in performance.

EXPERIENCE

- **Project Manager, Ferro Fabrik Ltd, Tema, Greater Accra**
Dec 2018- Current
 - Construction of Steel plant (on 30 Acre land)
 - Tracked project and team member performance closely to quickly intervene in mistakes or delays.
 - Established effective communication among team members for enhanced collaboration and successful project completion.
 - Coordinated with cross-functional teams to resolve project issues and mitigate risks.
 - Developed and initiated projects, managed costs, and monitored performance.
 - Developed and implemented project plans and budgets to ensure successful execution.
 - Monitored progress against established goals, adjusting schedules and resources as needed to keep projects on track.
 - Collaborated closely with senior management to align project objectives with strategic company initiatives, ensuring that efforts contributed to overall business growth.
 - Drafted project reports to identify successful outcomes, insights and future recommendations.
 - Analyzed project performance data to identify areas of improvement.

EDUCATION

PGP in Project & Construction Management – July 2012
MIT College of Management
University

BE Civil -June 2010
Datta Meghe College of Engg.

Diploma in Civil – June 2006
Shreeram Polytechnic

SSC- Jan 2001
Abhinav vidyalaya

KEY SKILLS

- AUTOCAD.(2010)
- MSP.(2007)
- PRIMAVERA-(6.0)
- MS-OFFICE
- STADD PRO (LEARNING)

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- Scheduled and facilitated meetings between project stakeholders to discuss deliverables, schedules and conflicts.
 - Facilitated change management processes within organizations by effectively communicating benefits of new systems or processes being introduced during projects.

Project Manager, G5 Plus Breweries Ghana Ltd, Accra, Ghana (July 2022-March 23)

- Construction of PET Line Project, Coca- Cola
- Coordinated with cross-functional teams to resolve project issues and mitigate risks.
- Developed and initiated projects, managed costs, and monitored performance.
- Developed and implemented project plans and budgets to ensure successful execution.
- Scheduled and facilitated meetings between project stakeholders to discuss deliverables, schedules and conflicts.
- Delivered exceptional customer satisfaction by proactively addressing client concerns and meeting or exceeding expectations throughout the engagement process.
- Facilitated change management processes within organizations by effectively communicating benefits of new systems or processes being introduced during projects.
- Negotiated contracts with vendors and suppliers, securing quality materials at competitive prices for efficient use of resources.

- **Project Manager | Om Builders and Superstructure Ulwe, Navi Mumbai (April 2014 - December 2018)**

- Coordinated with cross-functional teams to resolve project issues and mitigate risks.
- Developed and initiated projects, managed costs, and monitored performance.
- Developed and implemented project plans and budgets to ensure successful execution.
- Coordinated material procurement and required services for projects within budget requirements.
- Developed comprehensive project plans with clear timelines, milestones, and budget requirements, ensuring timely delivery of high-quality results.
- Managed risk assessments and implemented mitigation strategies to minimize potential issues during project execution.

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- Sourced, vetted and managed vendors needed to accomplish project goals.
 - Monitored project progress, identified risks and took corrective action as needed.
 - Created accurate budgets based on resource requirements, allowing for optimal allocation of funds across all aspects of the projects.
 - Managed projects from procurement to commission.
 - Managed time efficiently in order to complete all tasks within deadlines.
 - Completed paperwork, recognizing discrepancies and promptly addressing for resolution.

- **Project Engineer| DG Infrastructure Pvt Ltd
Lonavala – (July 2012 - April 2014)**

- Evaluated new technologies for implementation into current projects, increasing overall success rates.
- Conducted technical evaluations of engineering designs and test results.
- Trained and mentored junior engineers, providing guidance and direction.
- Assisted in developing cost-effective solutions to engineering problems.
- Documented and developed engineering procedures and processes.
- Verified construction documentation to meet client requirements and vision.
- Managed budgets effectively for multiple projects, ensuring financial targets were met.
- Completed construction tasks while providing safe working conditions, staying on budget and meeting project deadlines.

- **Civil Site Engineer| DG Infrastructure Pvt Ltd
Barmer, Rajasthan - July 2010 - August 2011**

- Implemented quality control measures at every stage of the project life cycle in order to ensure consistently high levels of performance across all aspects of the work undertaken.
- Contributed to sustainable development initiatives by incorporating green building principles into designs whenever possible.
- Recorded daily events and activities in site diary to evaluate process and improve productivity.

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- Completed projects on time and within budget using detailed scheduling techniques and resource allocation strategies.
 - Estimated materials costs and sourcing requirements for project feasibility.
 - Managed construction contracts from bidding to completion, ensuring adherence to scope, schedule, and budget constraints while maintaining strong relationships with clients.
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PERSONAL INFORMATION

- Passport Number: H1057464
- Father's Name: Jayvant Rangnath Dalvi
- Mother's Name: Sandhya Jayvant Dalvi
- Date of Birth: 08/16/85
- Marital Status: Married