

ATISH A. SHELKE (B.E. Mechanical)

Professional in Project Planning and Management - Certification in Progress

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CARRIER OBJECTIVE: -

Seeking a growth oriented career in reputed organization and to work with maximum potential in a dynamic environment with an opportunity to enhance my professional skills with learning.

SUMMARY: -

I am looking for better opportunity in a field of Heavy Engineering. I have 16 years of work experience in core department like Planning, Projects and Procurement (Outsourcing & Subcontracting) and Production of various types of Pressure vessels for Oil & Gas, Petrochemical, Fertilizer plants project.

EMPLOYMENT HISTORY

ORGANIZATION	Department	Designation	Duration
VITECH HEAVY EQUIPMENTS PVT	Project Management	Project Manager	Sep, 2019 to Till Date
KILLBURN ENGG LTD, MUMBAI	Project Management	Asst. Manager Project	Sep, 2016 to Aug, 2019
	Project Procurement	Asst. Manager Project	
LARSEN & TOUBRO LTD. MUMBAI	Project Management	Asst. Manager Project	Aug,2006 to April, 2016
	Production planning	Executive	

KEY SKILLS

- Project Management – Initiating, Planning, Execution, Expediting, Co-ordination and Support.
- MS Project
- Primavera P6
- LEVEL - 1 Scheduling – Project Master Schedule (PMS)
- LEVEL - 2 Scheduling – Summary Master Schedule (SMS)
- LEVEL - 3 Scheduling – Project Co-ordination Schedule (PCS)
- ERP - LN Baan
- CCPM(concerto-Planning and monitoring tool)
- Vendor Development & Management.
- Project Procurement (Outsourcing, Subcontracting and Supply chain Management)
- Estimation & Negotiation.
- Cost Optimization and control.
- Effective resource planning and management.
- Raw material planning and Inventory management.
- Safety and Work place Management
- Good knowledge in Heavy Fabrication of ASME, TEMA and API coded Equipment's.
- Familiar with Welding process like SAW, SMAW, GTAW, FCAW and ESSC of various materials like Alloy steel, SS, CS, Duplex, Inconel.
- Awareness of QA, QC and NDT process.

PROJECT HANDELED

ORGANIZATION	EQUIPMENT'S	CLIENTS
VITECH HEAVY EQUIPMENTS PVT LTD	ABSORBER OUTLET DUCT	GE POWER INDIA LTD / NTPC
	QUALISTOCK DEODORIZER	DESMET BALLESTRA INDIA PVT LTD.
	SDSS , SS 316L & CS PIPING SPOOLS	AQUATECH SYSTEMS ASIA PVT. LTD
	FILTERS, SLUDGE DUILDING, UPPER & LOWER RISER INTAKE	HALLMARK INDUSTRIAL SUPPLY
	SPLITTING COLUMN	DESMET BALLESTRA INDIA PVT LTD.
L & T LTD. MUMBAI.	RG & CG BOILER	NFCL, IFFCO , RFCL, KSFL, NFL
	STEAM DRUM	
	SECONDARY REFORMER WHB	EBIC, BURUPP, JAINFENG, TOYO , BECHTEL, TCL, KBR
	HIGH PRESSURE STEAM SUPERHEATER	
	SCREW PLUG HEAT EXCHANGER	
	UREA REACTOR	PETROFAC, PETROBRAS, CB&I, CALTEX, JACOBS
	UREA STRIPPER	
	MULTIWALL AMMONIA CONVERTER	NFL, GSFC , KFL, CFCL
HP & LP HEATER	MATIX,UDHE-SAFCO	
KILLBURN ENGG LTD.	VAULT & PUMP ROOM COOLER	NPCIL
	NPD(Paddle Dryer)	GSFC, INDOFIL, BOSCH, GRASIM, VARDHAM FABRICS, SPECCTRUM DYES, BENZO, RAYMOND,
	EXHAUST, COMBUSTION & PURGE GAS FAN	PCBL, BKT, GHCL, CABOT, ROYAL CARBON, EPSILON,SKI CARBON,

WORK PROFILE (ROLE & RESPONSIBILITY)

Project Planning and Management:

- Responsible for Managing projects through all the phases like Initiating, Planning, Executing, expediting, Monitoring, Controlling and Closing.
- Thorough knowledge of customer Product, PO, Scope of work, Major milestone and Contractual dates.
- Documentation and tracking of client inputs to avoid dispute, LD and for delay analyses report.
- Keeping record of all data's like project budgeted cost, Schedule and pipelining of project in organization.
- Conducted Project Initiation meeting (PIM) & Kick of meeting (KOM).
- Planed and made Scheduled in MS Project – WBS Code, Recurring Task, Constraints, Resource Defining & Assigning, Resource Analyze & Levelling, Project Tracking, Total Duration and Total cost, baseline v/s actual variation.
- Prepare Weekly/monthly Progress reports & MIS for Top Management and client.
- Get the delay analysis with areas of concern & providing solutions.
- Preparation and approving of final Packing and Supply List from customer before dispatch.
- Closure of all Work Orders & Purchase Orders with certified No Due Certificate.
- Streamlined Project as per manpower and resources.
- Prepared Quarterly dispatch report.
- Prepared Recovery plans to meet the delivery schedule.
- Weekly review with various department to Identify Risk and bottlenecks to overcome constrains in manufacturing.
- Responsible for project progress and triggering the deviation to the higher management.
- Anticipate and prepare technical documents, instruction and procedure to avoid manufacturing problems.
- Prepared Billing & invoicing details for Client as per Project progress and payment milestone in PO.
- Periodic preparation of project extra cost for client due to revision of scope and PO Amendment.

Procurement (Outsourcing, Subcontracting and Supply Chain Management)

- Vendor Management and Development.
- Vendor evaluation, Inspection and registration with origination.
- Analyses and overseeing in-house manufactured or outsource the projects for an organization.
- Handed all Outsourcing process comes under Conventional **Machining, Fabrication** (Duct, pipeline, Structure platform, Industrials centrifugal fans, tanks, vessels) and **services** (heat treatment, Casting, fan balancing, surface coating, Cladding, galvanizing, Hardening, Laser cutting, Tube finning, Sand blasting, Painting, Pickling and passivation, Buffing, polishing, Dished forming).
- Collaborating with multiple teams to determine requirements for proposals and ensuring projects stay within budget and allotted timeframe.
- Prepared proposals with detail requirements and scope of work of project.
- Floated Enquires and compared quotation values as per target cost from estimation.
- Estimated and made detail plan to cross verify quoted price and delivery by vendor.
- Negotiated final pricing with Mutual agreement on delivery schedules, Phase payment, terms and condition of purchase order.
- On time shipment of raw material, Approved Drawing, specification and technical procedure to vendor.
- Monitored the production and quality by self-visit with QC inspector and TPI.
- Coordinating with third party surveyors & clients for outsource items.
- Tracked documents like QAP, WPS, Material Certificates and Test Reports.
- Cost controlled by reconciliation of project before final invoicing.
- Supported QC, Stores and accounts departments for bill clearance.
- Chasing and Tracking purchase department for Project material.
- Follow-up with stores for Incoming material and its clearance form TPI.

Production:-

- Production, Workload and resource management to prevent bottleneck.
- Prepared BOM and purchase requisition.
- Analyzed, monitored and prioritized the productivity and quality to achieve targets/CDD.
- Co-ordination with Design, QA, PMG, Project Planning group and Welding Department to troubleshoot the production issues.
- Tracking manufacturing Scheduling and Compliance with system like ERP (BaaN) and CCPM (Critical Chain project management)
- Implemented safety measures, Discipline and Housekeeping in workshop.
- Witnessed hydro, Pneumatics test, Heat treatments charts & quality check before offering to TPI.
- Managed performance review, appraisal, attendance, welder Qualification, Training, Medical checkup Record and update the calibration of resource.
- Update Customer approved Drawing, DCR, NCR, Work instruction, Procedure and welder list.
- Schedule routine inspection, identify and report operation and maintenance problems like break-downs and malfunctioning to prevent production delays.
- Ensured that all equipment, raw materials and supplies are readily and continuously available to carry out production processes.
- Address employee concerns and complaints in professional manner.

Award & Achievement

- Appreciation for On-time delivery of project.
- Appreciation for best Work place Management (Safety and Housekeeping)
- Appreciation for minimizing Wastage.
- Appreciation for best Resource planning.
- Appreciation for minimizing Defects percentage.

EDUCATION QUALIFICATION & CERTIFICATION

Qualification	Institute	University	Year	Percentage
BE Mechanical	Mod-Tech Collage of Engineering, Pune.	Abhinav Educational Foundation	2007	65.27%
DIPLOMA In Fabrication Engineering	Fr.Agnel Polytechnic, Vashi.	MSBTE	2004	76.51%
HSC	RF Naik, Navi Mumbai	MSB	2000	47.50%
SSC	ICL High School, Navi Mumbai	MSB	1998	58.26%
Certification				
POST DIPLOMA IN MECHANICAL PROCESS EQUIPMENT DESIGN		Suvidya institute of technology, Mumbai.		
RT - LEVEL II		Institute of Quality Management, Mumbai.		

PERSONAL INFORMATION	MY STRENGTH
Date of Birth: 16th June, 1982	Team player and Self-motivated.
Language Proficiency: English, Hindi, Marathi	Effective co-ordination and communication
Marital Status: Married	Punctual, Hardworking and Sincere
Nationality : Indian	Problem Solving ability and positive approach.
Address – Sai Shradha CHS, E-301, Katrap, Behind Registration office, Badlapur-E	Flexible to Learning new system.

I am also confident of my ability to work in a team. I hereby declare that above information is true to my knowledge.

Atish A. Shelke

Date:

Place: