

PROFILE

Civil Engineering (BE) & MBA (IB) professional with 6+ years of experience across the spectrum of site execution, project planning & monitoring, process automation, business operations, strategic planning, market research, and tendering. Interested in project analytics and engineering sustainability; looking for a challenging and rewarding engineering role in a professional, nurturing and mutually progressive environment.

WORK EXPERIENCE

Junior Engineer (Aug 2016 to Present), Pune, IN

Gera Developments Pvt. Ltd.

Real estate developers with projects in Pune, Goa and Bangalore

- ❖ Interpretation of engineering drawings, translation to and monitoring of the details to site w.r.t residential buildings and infrastructure.
- ❖ Co-ordination with multiple contractors for efficient operation and collaboration.
- ❖ Verification and certification of running account bills for RCC, infrastructure and finishing works performed.
- ❖ Validation of BBS for all structural elements.
- ❖ Proper document management for all activities of residential construction.
- ❖ Daily progress monitoring and tracking of activities.

Head of Operations (Sep 2015 to May 2016), Pune, IN; Contract

Trident Pharma

Ayurvedic pharmaceuticals and nutraceutical products manufacturer with state-of-art extraction set-up

- ❖ Provide efficient implementation of company's vision and strategic objectives.
- ❖ Ensuring that all aspects of daily operations are run effectively and efficiently.
- ❖ Vendor management, procurement, logistics and client relationships.
- ❖ Strategy development and operations management for sister concerns (Mute Frog Designs Pvt. Ltd. & Colour Creek), and upcoming ventures.

Manager Sales & Operations (Nov 2014 to Apr 2015), Bangalore, IN

Witworks

Bangalore based consumer goods start-up, acquired by Myntra in 2018

- ❖ Management of product listings on e-commerce platforms including Shopify, Amazon, eBay and Snapdeal.
- ❖ End-to-end marketing, pre-sales and back-end management for products, monthly & historic sales report generation.
- ❖ Entire supply chain operations management for products including managing distributors, vendor management, including scouting and onboarding for new products.
- ❖ Management of advertising and online (Facebook, Twitter) plus direct marketing activities.
- ❖ Miscellaneous tasks related to all aspects of the start-up, as and when required.

Senior Operations Coordinator (Mar 2013 to Oct 2014), Pune, IN**Soiltech (India) Pvt. Ltd.***Drilling and geotechnical engineering consulting firm with international presence*

- ❖ Preparation, maintenance and revision of Technical and Non-technical formats, organizational process automation and optimization.
- ❖ Coordinating project planning, monitoring and execution.
- ❖ Part of Market Research and Strategic Planning Team.
- ❖ Prospecting, procurement, preparation and submission of offline and online tenders.
- ❖ Assisting in ISO and NABL Audits.
- ❖ Allied administrative and customer relations activities.

Business Management Intern (Mar 2012 to Aug 2012), London, UK**Reliance London Ltd.***SME cluster with interests in real estate management and used vehicles export*

- ❖ Marketing via multiple channels, logistics and HR support, Vendor Management.

Graduate Engineer Trainee (Aug 2010 to Dec 2010), Mumbai/Pune, IN**Shapoorji Pallonji & Co. Ltd.***One of the top 5 civil engineering contracting firms in India*

- ❖ Project Planning, Scheduling, daily labor management and productivity tracking, client communication, drawings and daily documentation, directing various on-site Civil Engineering activities including Project monitoring, Surveying and Formwork.

KEY SKILLS

- ❖ **Project Execution:** Was responsible for site execution of Gera's Misty Waters, without supervisory support. Single-handedly executed site clearance, excavation, backfilling, RCC, road development and infrastructure development. Jointly executed blockwork, internal and external plaster work. Additionally, looked after document/drawing management, consultant liaison, internal audit presentation and MIS. Also undertook site execution in Shapoorji and project coordination in Soiltech.
- ❖ **Computer:** Easy and quick grasp of new things, analytical point of view. Well versed with AutoCAD, MS Project, MS Office, MS Visio, Adobe Acrobat, back-end control of ecommerce platforms.
- ❖ **Operations & Management:** Online listings, supply chain, inventory, distributor and vendor management, administration, data and document maintenance, time-bound target setting & monitoring in accordance with the business/project objectives during tenure at Trident, Witworks and Soiltech. Responsible for process flow analysis and optimization at Soiltech. Involved in complete office management flow at Witworks. Developed understanding of documentation, research, market analysis, marketing techniques and business strategies during MBA and subsequent employment.
- ❖ **Communication & Interpersonal:** Excellent verbal and written communication skills. Approachable, friendly and able to work efficiently in a team as well as individually. Liaised with classmates and colleagues, from diverse cultural backgrounds, on various occasions. Direct reporting to

Directors as a part of Trident & Soiltech management team and worked alongside founders in Witworks.

- ❖ **Marketing & Customer Care:** Handled direct client communications in addition to print media promotions and advertising, email and social media marketing including Facebook and Pinterest promotions, sales lead generation & backend management, Twitter and LinkedIn account management, direct marketing, liaising with enterprises, etc.
 - ❖ **Event Management:** Organizer for 'Excelsior 2008' in College, involved in on-site event management at Shapoorji and corporate event management at Soiltech.
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EDUCATION

MBA International Business (2013), University of Greenwich, UK – 2:1

- ❖ **Skills & Subjects:** Market research and analysis, developing business strategies, international transactions and business relations, Global Enterprise and Innovation; Sustainable Investment and Trade; International Marketing and Operations; International Trade and Institutions; Competition and Business Risk; Global Business; Financial and Management Accounting and Global Strategy.
- ❖ **Projects:** Successfully devised marketing plan for product launch in new market, strategized business plans for market entry and expansion of multinationals, prepared and presented posters on “Economic Impacts of International Students in UK” and “Dell's innovation in China".
Dissertation - 'Qualitative and quantitative study of Corporate Social Responsibility Practices in Pharmaceutical Industry'.

BE Civil (2010), University of Pune, IN – 71%

- ❖ **Skills & Subjects:** Structural designing, surveying, environmental engineering, concrete technology, computer applications such as MS Project, geology and geotechnical engineering, engineering mathematics, logical reasoning, analytical skills, presentation skills, problem solving ability, time management, and resource optimization.
 - ❖ **Projects:** Successfully designed industrial structure, RCC building, pre-stressed bridge and steel support for air vessel; conceptualized township; presented on geology, structural auditing and high-rise structures.
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ADDITIONAL INFORMATION

- ❖ **Extra-Curricular:** Assisted in final draft of 'Limit State Design of Steel Structures' by Dr. M. R. Shiyekar, volunteered for SnailMailMyEmail 2014.
- ❖ **Languages:** English, Hindi, Marathi
- ❖ **Interests:** I am an avid reader with preference to biographies and fiction.
- ❖ **Birth Date:** 26th September 1988