Shridhar

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**Objective**

**To be part of a Junior or Senior management, dynamic and progressive organization which offers ample opportunity for growth and development and where the association is mutually beneficial.**

# Professional Attributes

* strong communication skills ≈
* Disciplined and Organized ≈ Proactive
* Quick grasping and ability and willingness to learn  ≈ Ability to handle assignments independently without supervision
* Ability to work in stressful situation ≈ Good organizational skills
* Totally self-motivated, and clearly focused on bottom line, ability to relate to people across all hierarchical levels in the organization.  Can operate independently

# Summary of Career till Date

 Over 30 years of experience in managing special and strategic projects management such as Project Administration and co-ordination, project procurement and project document control. (12 years in Middle East and 19 years in India).

# Functional Expertise

## Documentation & Control of Documents

* Project management controlling of all documents pertaining to the Project proposal and Project communication.
* Review and analyze, project documents, and project document audit project control.
* Communicate with project contractor and subcontractor to ensure proper document control and communication.
* Ensure meeting project critical deadlines, project resource management and project milestone targets.

## Strategic Business Management (Participating in all project tenders )

* Strategic review of all the tenders floated for participation.
* Prepare and identify all set communication levels with all contractors and subcontractor’s participating in the tender.
* Complete audit of all technical documents relating to the project such as Civil, Mechanical. Electrical, Piping, structural, Supports, and vendor documents.
* Conduct du diligence, of vendors participating in the project and Incorporating the details for future management review.
* Create technical and commercial meeting with the contractors and subcontractors to ensure clear understanding of the project requirement.
* Advice the senior management and corporate office on the project developments.
* Liaision with vendors, contactors and sub-contractors, in compliance of reports and tender documents and ensure timely submission and meeting of the project and tender deadline.

## Project Co-ordination

* Create internal teams to support project co-ordination and project management.
* Clear understanding of project tools such as EDMS and other project suites.
* Correspondence with contractors and ensure Drawings/Quotations/Estimates etc are received in time and ensuring availability of all relevant documents at sites  Hiring of Rental cars for site visit and PDO areas Restriction.
* Set of site meetings on timely basis to monitor progress and avoid management report to the project owner and senior management.
* Complete QAQC of the project and ensure its compliance in all aspects of the project management
* Manage and control strict compliance of project documents as required by the management.

## Project office Management

* Maintain project office and project resources
* Ensure legal compliance and entity and its registration.
* Manage office automation and office logistics
* Well versed with Import/Export documentation and liaison with local customs official and ensuring smooth project operations Handled cash and banking transactions.
* Invoicing and following up with clients for payments outstanding.
* Coordinating within accounts department
* Quick grasping ability and willingness to learn

# Work Experience

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| --- | --- | --- | --- |
| **Company Name**  | **Designation**  | **From**  | **To**  |
| AIB Vincotte international & Partners llc  | Contracts assistant & Documentation  | May 2014  |  |
| Nadhira Entreprises, Oman  | Sec &Documentation Administrator  |  Dec 2011  | March 2014  |
| Mustafa Sultan Security Systems and Communication Co. LLC, Oman  | Site coordinator and Document Controller  | Oct 2009  | Nov 2011  |
| HMR Environmental Engineering Consultants, Oman  | Project Administrator & Doc. Controller  | Jan 2008  | Aug 2009  |
| Oman Proman & Trading LLC, Oman  | Doc. Controller  | Mar 2006  | Dec 2007  |
| Al Hajiry Trading LLC, Oman  | Administrator & Purchase Coordinator | June  2003  | March 2006  |
| Hindustan Thomson Associates, India / Uttam Holding Ltd, India  | Admn Executive  | Sept 1995  | March 2003  |
| Zee Telefilms Ltd, India  | Office Asst  | Apr 1993  | Sep 1995  |
| Modi Associates, India  | Export Asst  | July 1990  | March 1993  |
| Datamatics Consultants Ltd, India  | Clerk-cum-Typist  | Sep 1984  | Dec 1989  |

**Training and Other Achievement**

* Working knowledge in MS Office & Internet operations
* Represented School, College and Mumbai city in Basketball at various all India tournaments.

# Academic Profile

* B.Com. – Osmania University (1991)
* Diploma in Business Management (2000)
* Diploma in Import & Export Management (2002)
* Completed Journey Management course
* Undergone HSE training
* **Presently doing Diploma in Mechanical Engineering.**

# Personal Profile

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|  Driving License  | **:**  | Have Oman Driving License  |
|  Interests:  | **:**  | Reading books, listening to music, watching movies, sports and playing cricket & Basketball.  |
| Languages Known  | :  | English, Hindi, Marathi, Tamil, Malayalam and Kannada.  |

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