**RUPESH**

Cell – C/o 0505891826- rupesh.358990@2freemail.com

**Professional Summary**

Results-oriented administrator bringing over 15 years ‘ expereince in varied fields seeking assingments for a challenging administrative role to achieve the growth of self and the institution or organisation

**Skills**

* + Program management
	+ Team Leadership
	+ Proactive Mindset
	+ Process improvements
	+ Report Development
	+ Contract Negotiation
	+ Project Planning
	+ Hiring and Recruitment
	+ Multi – Tasking

**Work History**

06/2015 to Current **Business Development Manager**

 **Schindler India Private Limited – Mumbai**

* Created standard operating procedures
* Administered $20 Million Yearly budget
* Co-ordinated work between multiple departments
* Conceptualised future program components
* Sourced qualified vendors to provide program resourses.
* Executed contracts in timely and accurate manner.
* Prepared monthly reports for upper management including P&L and sales trends
* Monitored employee work and developed improvement plans

05/2013 to 05/2015 **Sr. Engineer**

 **ETA Melco – UAE – Abu Dhabi**

* Determined customer needs and developed program initiatives according to preferences.
* Prepared monthly reports for upper management including P&L and sales trends
* Monitored employee work and developed improvement plans
* Optimised service procedures to increase customer satisfaction.
* Co-ordination and comunication mettings to get approvals from the consultants.

12/2009 to 04/2013 **Sr. Engineer**

 **Johnson LPL – Pune**

* Implemented a set of comprehensive tracking processes to monitor contract progress and  performance.
* Reconciled discrepances between accounts receivable general ledger account and accounts receivable trial balance account.
* Developed and executed marketing programs and genral business soutions resulting in increased company exposure, customer traffic and sales.
* Generated weekly, monthly, quarterly and yearly reports on purchasing operations.

06/2008 to 06/2009 **Sales Engineer**

 **PB WLL, Qatar**

* Make clear segmentation of the market and concentrate on the high quality project.
* Monitored the activities from enquiry till handing over
* Maintaining relationship with existing clients for repeat business and also develop new clients.
* Generate market information using market intelligence techniques.
* Generate enquiries for principle companiues like Hitachi, Lift Materials and XJ Siemens, Van Leeuwen,
* Techno commercial negotiations.
* Allot the right candidate on the job after booking and ensure accurate contract monitoring.

01/2007 to 06/2008 **Job Work Engineer**

 **Tech International, UAE**

* Involved in identifying the ready mix and cement plants
* Contacted location managers and department supervisors to assess

Jan’05 to May’07 **New Sales Engineer**

 **Otis India Private Limited**

* Responsible for all the pre installation and installation activities in order to deliver high quality job in stipulated time frame.
* Appoint sub-contractors for the project, distribution of elevator shaft to the sub-contractor as per the manpower matrix.
* Arrange safety trainings and certify till level A and monitor the practice of safe culture on site.
* Conduct stage wise and final inspection and safety tests before handover

09/2003 to 06/2004 **Purchase Assistant**

**Hark Industries**

* Regular inspections at sites for understanding the work progress, quality and support required in order to achieve timely delivery.
* Conduct safety tests for installed elevators.

06/2001 to 08/2002: **Installation Apprentice**

 **Bharat Bijlee Limited**

* Emphasis in Business Administration
* Coursework in Industrial Hygiene and Environmental Management
* Training in Call Center Management

Education

2001 – BE Mechanical Engineering

 SES COE - Kopargaon