APARNA

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PERSONAL SUMMARY

Twenty years of project management, execution and recruitment experience related to oil & gas, chemical & petrochemical Industries, coupled with a **B.Eng. (mechanical) Degree** and **Diploma inInternational Trade Management**. I am a result oriented, resourceful project leader with a sound and optimistic outlook to all things in life.

Experienced in resource allocation & management, training, budget control, man-hour estimations, proposal co-ordination and technical writing.

Experience in Dubai, Singapore and India markets.

CAREER HISTORY

**McDermott, Middle East, JAFZA, DUBAI** Feb ‘11 – Feb’15

**Project Lead Senior Engineer**

Accountable for managing design, procurement, inspection & delivery of mechanical rotating equipment for various projects.Managed a team of four mechanical engineers for an 800T oil extraction platform.

Duties:

* Responsible for costing, estimating and project planning.
* Preparing Project Initiation documentation.
* Responsible for ensuring commercial viability of the project.
* Maintaining and completing Project Key Performance Indicators.
* Writing detailed and summarized project progress reports.
* Identifying, costing and processing any contract variations.
* Tracking activities against the detailed project plans.
* Updating project plans to include agreed changes.
* Monitoring actual expenditure figures against project budgets.
* Organizing and facilitating design review meetings.
* Safety reviews,
* Interface with client and construction contractor.
* Worked on equipment like compressor, pumps, cranes and various other packages
* Proposal co-ordination

**Freelance Recruitment work for Headhunters ME.** Feb ‘09 – Jan’11Freelance recruitment related to Engineering, Finance and accounting.

**McDermott, Middle East, JAFZA, DUBAI**Feb ‘08 – Jan’09

**Senior Engineer** Feb’ 08 – Jan’ 09

* On a Short-term contract for a year for final as-built design verification
* Technical bid co-ordination.

AREAS OF EXPERTISE

People management

Resource planning

Technical training

Project planning

Resource allocation

Contract administration Process improvement

Quality control

CAREER STATEMENT

“Apart from contributing to the processes and strategies which enhance any projects, my greatest strengths are my ability to adhere to the timelines, understanding client needs, and being able to co- ordinate and lead all project team resources

CAREER HISTORY …continued

**Foster Wheeler Asia Pacific, Singapore** Feb ‘06 – June’07

**Senior Engineer**

**Aker Kvaerner Asia PacificPte Ltd, Singapore**Feb ‘01 – July ’04

**Team Design Engineer**

**John Brown Technologies Bangalore, INDIA**Sep ‘97 – Nov ’00

**Senior Engineer (Sales & Marketing)**

* Maintained excellent relationships with public and private sector clients such as ONGC, Cairn energy India for existing and upcoming projects and other business development opportunities.
* Coordinated the tender process and proposals.Assisted the managers in tender presentation meetings.
* Database management, technical writing
* Involved in Project Cost estimation, overheads and Identification of profits
* Review of the project status, competition information, etc.
* Develop capability catalogues and company brochures
* Manpower availability projections, requirement of new recruitsSep’97 – Aug’99

**Kvaerner Powergas India ltd, Mumbai India** Nov’94 – July’97

**Mechanical Design Engineer**

**Akay industries, Mumbai India**  April’92 – Nov’94

**Sales/ Application Engineer**

PERSONAL SKILLS

Solution orientated Relationship building Detail orientated Decision making Perseverance

Attention to detail Confident

Flexible & adaptable Positive attitude

KEY SKILLS AND COMPETENCIES

* Good track record of managing complex multifunctional projects in Engineering.
* Leading informed and highly motivated team focused on delivery.
* Comprehensive understanding of project management methodologies.
* Excellent client interfacing skills.
* Producing and delivering project documentation, e.g. user manuals
* Good team player.
* Knowledge in developing and administering resource plans and budgets.
* Strong verbal and written communication skills.
* Computer literate, with high level of competence in the use of the Microsoft Office.
* Excellent presentation skills

PERSONAL DETAILS

Driving license: Yes Nationality: Indian

ACADEMIC QUALIFICATIONS

Bachelor of Mechanical Engineering (1991)

A.P.S University, Rewa. India

Diploma In International Trade Management (1997)

N.M. Institute of management studies. Mumbai India.

Diploma in Web Designing and Marketing (1999)

Bangalore India

REFERENCES – Available on request.