Ram

“Versatile Mechanical Engineer known for successfully executing diverse project tasks to accomplish pending deadlines. Enthusiastic problem solver and talented performer with superior communication, planning, and decision-making skills. Talented Project Coordinator focused on promoting team eﬃciency and adaptability with proactive cross-functional communication and meticulous attention to detail. Successful track record of accomplishing projects on time and within budget constraints during my four-year career.”



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| Ram-393396@2freemail.com  |  |  |
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**WORK EXPERIENCE**

**Project Coordinator**

*09/2016 – 06/2019 Dubai, United Arab Emirates Achievements/Tasks*

Coordinated presentations for customers and project members detailing project scope, progress and results, keeping all entities well-informed of milestones and goals.



**SKILLS**



Work Break-down Structure Decision Making



Project Management Presentation ability



Coordination Negotiation

**EDUCATIONAL QUALIFICATIONS**

Kept projects on schedule by managing deadlines and adjusting workflows as needed.



Evaluated existing procedures and made proactive adjustments to meet changing demands.



Tracked all hours and expenses to keep project on task and within budgetary parameters.



Maintained project schedules by managing timelines and making proactive adjustments.



Supervised multiple projects from project start through delivery by prioritizing needs and delegating assignments.



MASTERS IN ENGINEERING MANAGEMENT (12/2018 – Present)

University of Wollongong, Dubai, United Arab Emirates



Bachelors in Mechanical Engineering (05/2011 – 04/2015)

SSVB University , Hyderabad India



**SOFTWARE KNOWLEDGE**

**Mechanical Engineer**

*06/2015 – 07/2016 Chennai, India Achievements/Tasks*

Get approved HVAC Shop Drawings, MEP-Coordination Drawings, Work method statement and Project Specification from Project Engineer.



Ensure the HVAC Ducts, Fittings, accessories and Child water pipes, fittings, accessories are available and approved by Inspection department prior to installation.



Arrange the suﬃcient manpower such as Supervisor, Foreman, Duct fitter, pipe fitter, Assistant duct and pipe fitter etc.., and ensure all of them attended safety orientation and having proper PPE’s prior start installation activities at site.



Closely monitor site activities to ensure quality of work is in compliance with approved shop drawing and Specification and get daily progress report from site supervisor and update to project Engineer.



SAP MM

SAP SD

Auto CADD(Mediocre level)

Microsoft Oﬃce

**LANGUAGES**



English



Telugu



Tamil



Malayalam



Hindi