**GANESH**

Email : Ganesh-393734@2freemail.com

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**Career Objective:**

To be a part of a highly motivated team and achieve a challenging position in a growth-oriented organization that demands commitment and perseverance using the knowledge and experience I have gained till now.

**Academic Review:**

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|  |  |  | **Course** |  |  | **College/School** |  |  | **University/Board** |  |  | **Year** |  | **Marks** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **(%)** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | B.E(MECHANICAL) |  | Unnamalai Institute of |  |  | Anna University, |  |  | 2010 |  |  |  |  |
|  |  |  |  |  | Technology, Kovilpatti. |  |  | Chennai - 600025 |  |  | - |  | 70 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | 2014 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Software Skills:** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | MS Excel, |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Auto CAD, |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | MS Office, |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | MS Project, |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Primavera |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | **Work Profile:** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Company  |  | : **Chennai, India.** |  |  |  |  |
|  |  |  | Designation |  | : Procurement Engineer cum Project Engineer |  |  |  |  |  |
|  |  |  | Period of working | : APRIL 2014 – FEB 2016 |  |  |  |  |  |  |  |  |



**Career Highlights:**

**Position: Procurement Engineer**

* Analyze the suppliers and sub-contractor in order to select the most suitable supplier and sub-contractor who are able to deliver high quality products at competitive pricing.
* Negotiate with supplier and sub-contractor on lead time, cost and quality so as obtain the maximum benefit for the company.
* Manage the subcontractor and supplier to meet the objectives related to cost, delivery performance, site execution, schedule and quality.
* Prepare finalize the material procurement planning and liaise with the project manager.
* Ability to understand mechanical and electrical drawings.
* Develop implement and drive the procurement strategies in order to meet cost savings targets.
* Responsible for the define the scope of the project, Estimating the budget, estimating raw material and planning project schedule.
* Prior to ordering, check all the ex-stock availability stores.
* Prepare the documentation for internal purpose as per ISO Standard.
* Develop and maintain good relationship with suppliers and subcontractors.
* Prepare the purchase order and contracting agreement, finalize the work package.
* Ensure the quality and quantity of material purchase at store.
* Check the unloading material part and confirm the details as per invoice.
* Prepare finalize the material procurement planning and liaise with the project manager, project engineer
* Review and analysis of tender documents (Drawings, scope of work, contract)
* Prepare the delivery note.
* Responsible for procurement of electrical and mechanical materials.

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| **Work Profile:** |  |
| Company  | : **Sharjah** |
| Designation | : Project Engineer Cum Planning Engineer, |
| Period of working | : FEB 2016 – Till Now |
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| **Career Highlights:** |  |

**Position: Project Engineer cum planning Engineer**

* Prepare the material submittal and technical submittal., Installation Method statement, Operation and Maintenance manual get the same approved from the consultants and clients.
* Prepare Bill of Quantity.
* Prepare tender proposals (Technical and commercial).
* Procurement of Materials (Review quotation, discuss and finalize prices with terms and condition, cost and vendors comparison).
* Preparing baseline program, schedules, milestones, deliverables and timelines as per project management plan by Primavera Software.
* Prepare Daily, Weekly and Monthly Reports.
* Identify schedule Variances of the project Status against schedule Baseline.
* Prepare Project Progress Report.
* Making the plan for site mobilization and Resource planning.
* Monitor of works at site and execute as per approved method statement, drawing and as per main contractors’ requirement.
* Make quality and safety plan and ensure implementation of that.
* Avoid Occurrence of site instructions and non-conformance reports and close the same if any immediately.
* Prepare material request, and purchase request as per company requirement.
* Sending enquires to suppliers and subcontractor.
* Make Billing schedule and collection of payment from the clients.
* Take lead role in procurement process to minimize the cost incurred and increase profitability of the project.
* Budgeting and regular update of the commercial aspect of the project.
* Timely follow for billing from the client.
* Write timely correspondence for variation, claims and secure company interest by proper contractual letter.
* Good engineering practices to be developed within the team.
* Maintaining all the documents generated during the projects.

**Personal Details**

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| 1. | Name | Ganesh  |
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| 2. | Sex | Male |
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| 3. | Marital Status | Single |
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| 4. | Nationality | Indian |
|  |  |  |
| 5. | Date of Birth | 15.05.1993 |
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| 6. | Linguistic abilities | Tamil, English, Telugu and Hindi |
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**Declaration:**

I, hereby declare that the information furnished above is true to the best of my knowledge.

Place : Sharjah

Yours Truly,

Date :

(Ganesh)