

Dipesh Dileep



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Expertise in steering processes within the budgeted parameters, in pursuit of senior level assignments in Project Management.**(PMP Certified)**

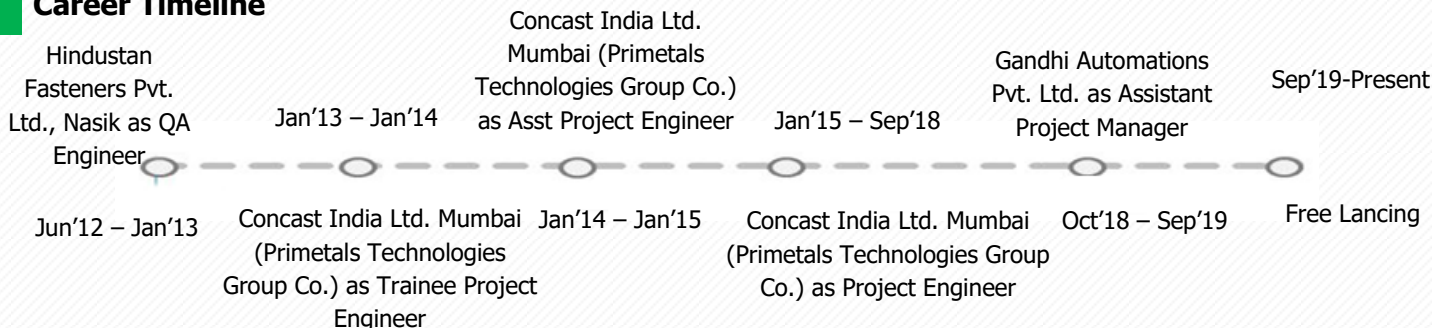
Location: Mumbai

Profile Summary

Result-oriented professional with **over 8 Years** of experience in Pre & Post Award Contract Management in Steel & Engineering Products

- Recently associated with **Gandhi Automations Pvt. Ltd.** as Assistant Project Manager –Project Coordination & Order Processing in Mumbai
- **PMP** Certified.
- Proficient in managing Contract Terms, Techno-commercial proposals, estimation, term & conditions evaluation contract review, customer meetings and conducting risk evaluation during bidding & contracting
- Sound exposure in Preparing Budgets, Supply Chain Management, Project Schedules & Cost Estimates, proposal efforts with technical division, contractors and subcontractors
- Identifying and developing new streams for long-term revenue growth and maintaining relationships with customers to achieve repeat/ referral business
- Managing customer centric operations and ensuring customer satisfaction by achieving delivery timelines and service quality norms
- Hands-on experience in BOQ, preparing valuations, bidding & tendering, contract negotiations, project estimation & costing, document preparation
- An enterprising leader with capabilities in motivating teams in surpassing their performance standards

Career Timeline



Core Competencies

Project Management	Supply Chain Management	Quality Management
Contract Management	Tender Management	Key Accounts Management

Work Experience

Free Lancing

Sep'19- Till ate

Key Result Areas:

- Provide private instructions to individuals or small group of students their PMP knowledge and test tips.
- Assess students' progress throughout tutoring sessions.
- Collaborate with students to understand their needs and develop tutoring plans.
- Develop teaching or training materials for better understanding of students.
- Dissect problems to present them in more approachable manner for students.

Assistant Project Manager Gandhi Automations Pvt. Ltd.

Oct'18 – Sep'19

Key Result Areas:

- Managing the Sales team from Pre-tendering stage until receipt of project and passed over to Projects/Operations team

- Scrutinizing the pre-award contract terms in Tender/RFQ and coordinated with the BD team during the post-award project phase
- Inferring the RFQ and assessment of commercial/ contractual obligations; managing the Key Account of the client and attending Kick-off meetings, conducting rectification of queries pre-bidding & post-award
- Obtaining the necessary Variation Orders & Time extensions to support the Operation Team
- Conferring with stakeholders and other personnel to implement operating procedures, resolving system malfunctions and providing technical information
- Leading cross-functional team to share technology across departments to improve operational efficiency
- Improving processes measurement documenting and workflow techniques; transferring knowledge to subordinates and over-viewing their performance through goal setting, ongoing assessment and coaching
- Closely collaborated with project members to identify and quickly address problems.
- Created and maintained quarterly newsletter to make project progress, annual corporate strategy and upcoming projects information available to stakeholders throughout organization.
- Escalated incidents to next level to remain compliant with company's standards and procedures.
- Performed cost-benefit analyses to determine potential return on investment for proposed upgrades.
- Authored customized user manuals for specific system configurations, tailoring content to unique employee skill profiles.
- Collaborating with contractors to complete project within the given budget, time frame and with minimum use of resources

Concast India Ltd. Mumbai (Primetals Technologies Group Co.)

Jan'13 – Sep'18

Growth Path:

Jan'13 – Jan'14

As Trainee Project Engineer

Jan'14 – Jan'15

As Assistant Project Engineer

Jan'15 – Sep'18

As Project Engineer

Highlights:

- Collaborated with clients, contractors & vendors to meet the design, quality, timeline and budget expectations
- Conducted SCM data analysis/ reporting & managed Inventory, Sales, Receipts, Invoicing, Logistics, Supplier Performance and Compliance
- Coordinated with sub-contracts to ensure timely completion of projects
- Managed techno-commercial queries from customer – and ensure proper Key Account Management
- Worked as an individual point of contact between client and organization for any post order queries
- Adjusted project plans to account for dynamic targets, staffing changes and operational specifications.
- Delivered high level of service to clients to both maintain and extend relationship for future business opportunities.
- Maintained tactical control of project budgets and timelines to keep teams on task and achieve schedule targets.
- Printed all informational materials on recycled paper, using sustainable documents at public seminars and workshops to uphold overall environmentally-friendly group mission.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
- Kept projects on schedule by managing deadlines and adjusting workflows as needed.
- Oversaw onboarding and mentorship, planned and executed meetings and developed project documentation.
- Coordinated presentations for customers and project members detailing project scope, progress and results, keeping all entities well-informed of milestones and goals.
- Transitioned projects from estimation and pre-construction phase to well-defined project execution plan.
- Planned and arranged meetings with external organizations and individuals, enabling all parties to meet and discuss project progress.
- Built strong relationships with internal and external stakeholders and devised strategies, initiatives, and events promoting products and services.
- Collaborated with project owners and team members to set ambitious but achievable goals.
- Evaluated current processes to develop improvement plans.
- Produced detailed and relevant reports for use in making business decisions.

Highlights:

- Testing batches of products & Chairing QA related meetings, committees and working groups.
- Undertaking subcontractor audits & reviewing subcontractor Quality Assurance controls.
- Formalising quality control process and procedures & Interacting with regulatory teams.
- Looking for inconsistencies in a production process & Writing up Quality Control reports.
- Leading diverse and cross functional teams.
- Making sure that shop floor personnel remain connected with the QA team and report any issues of concern that they may have.
- Developing internal controls & ensuring the correct and proper use of Quality Control measuring equipment and tools.
- Organising and carrying out internal audits.
- Selecting the inspection tools to be used by a QA team & Improving work processes.

Training

- Attended:
- SAP Plant Procurement Process organized by ATOS India Ltd. at Concast India Ltd., Mumbai
- Presentation on monthly work At Engineering meeting, Month wise report, Department review meeting
- Hydraulics testing & trouble shooting training program at Atos India Ltd. & Yuken India Ltd.

Certification

- PMP
- Six Sigma

IT Skills

- AutoCAD
- MS Office (Word, Excel, PowerPoint)

Education

- MBA (Production & Materials Management) from Dr. Moonje Institute of Management & Computer Studies, Nashik affiliated to Pune University in 2015
- B.E. (Mechanical) Gangamai College of Engineering, Dhule affiliated to North Maharashtra University, Jalgaon in 2012; secured 65.13%
- 12th from Bhonsala Military College, Nasik in 2008; secured 63.83%
- 10th from St. Francis High School, Nasik in 2006; secured 74.13%

Personal Details

Date of Birth: 20th April 1990
Languages Known: English, Hindi, Marathi & Malayalam
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Permanent Address: Flat No. 103, Vijay Laxmi Appt. behind Ambika Hardware, Pathardi Phata, Nasik, Maharashtra, Pin code – 422010

Annexure:

Projects Undertaken:

- CCM projects of:
 - Pula Steels Botswana, Habeesha Steel Ethiopia, Saudi National Steel Corporation Dammam, BSRM Chittagong, Salam Rolling Mills Dhaka, Mahindra Sanyo Steel Khopoli, Bhushan Steels Ltd Angul, Mittal Corp Ltd. Indore, Arora Iron & Steel Ltd. Ludhiana, Vardhaman Special Steels Ltd. Ludhiana, Steel Exchange India Ltd. Vizag, Bhagawati Steel Cast Nasik, SD Bansal Steel Bhopal, SPS Steels Durgapur, Bhushan Iron & Steel Ghaziabad, Arun Vyapar Udyog Steels Chennai, MCL Global Indore, Jairaj Ispat Hyderabad, MS Agarwal Hyderabad, Gallant Ispat Gorakhpur