

PRATIKSHA V. SAWANT

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EDUCATION

- MBA in ITSM (NMIMS University) - 2024
- Bachelor of Engineering (INST) (Mumbai University)- 2015
- Diploma (INST) (MSBTE University)- 2012

AREA OF EXPERTISE

- Oil & Gas Operation
- Project Management
- Analytical Skills
- Attention to Details
- Problem Solving
- Process Operations
- Vendor Management
- Resource Management

PERSONAL DETAILS

- **Address:** Mulund East, Mumbai-400081.
- **Languages Known:** English, Hindi, Gujarati, Marathi
- **Date Of Birth:** 26/03/1992

PERSONAL INTREST

- Travelling

CAREER SYNOPSIS

7+ years of experience in Resourceful & engaging Professional With an extensive career in a variety of high- risk oil & gas sites, surveillances industry. Proactively identifies, documents & Quality risk, preparing field level hazard assessment before all onsite activities to implement necessary control measures & minimize safety incidents.

PROFESSIONAL EXPERIENCE

Technology Assistant | Bharat Petroleum Corporation Limited (Off Role)
September 2020 - Current

Seasoned and successful background as a Technology Assistant. High-capacity leadership in multi-project management, strategic Planning, data management & job scheduling in stable Productive environments.

Recognized for technical expertise in site inspections, internal auditing & regulatory compliance in commercial plant situations.

- Leadership experience in multi-project management, strategic planning, stakeholder relations & oversight of PSI & budgeting functions.
- Self-motivated to achieve peak worker productivity, streamline daily operations and meet strategic metrics, in a timely fashion.
- Multi-tasking talents in tear building, organization, needs analysis & Attention to detail in time-sensitive and cross-cultural situations.
- Maintain higher uptime of these equipment/ systems. Monitoring & ensuring of auto RSP/EOD/ data transfer @ HOS & ensuring of EDC management. Collation of assets with respect to connectivity, ATG, server integration, automation, UPS etc. Preparation of MIS and exception reports.
- Reviewed and approved purchase orders before ordering goods. Processed purchasing requests and maintained purchasing logs. Contacted vendors to obtain price quotes & performed negotiations. Followed-up on delivery schedules, payment delays, and invoice queries.

Senior Project Co-Ordinator | Nexus info Soft (P) Ltd.

October 2018 - August 2020

- Client - DHL, IndusInd Bank, Bank of Baroda
- Equipment - CCTV, Fire Alarm, Access Control
- Team Size - 15 Field Engineers
- Responsibilities- Responsible for Maintenance of varied CCTV systems Support Sales team to prepare Product presentation for Customer.
- Handling end to end project including customer's sales orders, Logistics, Delivery, Installation, Commissioning, Acceptance reports. Ensure all tools, vehicles and safety equipment are maintained regularly. Managing sub-contractors on site to ensure the work done with quality & with company standard Support in bringing new business Opportunities.

Service Engineer | Applied Systems

June 2017 - September 2018

- Client - All state of Traffic police, BDDS, NSG, INS Kunjali, GVK
- Equipment - Laser speed gun, Breath Analyzer, Fibroscope
- Team Size - 8 Technicians
- Responsibilities – ‘Servicing of the product Laser speed gun, Breath analyzer, Fibro scope, electronic stethoscope. Training of the product Laser speed gun, Breath analyzer, fibro scope, electronic stethoscope, spy camera. Giving demo at conducting product demo for customer Conduct trainings for technicians & engineers.

Purchases and Service Engineer | Raj Aircon Pvt. Ltd

September 2015 - January 2017

- Mahanagar Gas, Nehru Science Center, BARC Tata Hospital Goa Shipyard, IBPS.
- Prepare HVAC design drawings and documents as per project requirements.
- Co-ordinate with Tender-related departments such as Architectural, Civil, electrical, etc., to avoid any clashes between system and other departments.
- Supervise timely accomplishment of project objectives.
- Manage Key Project risks and milestones.
- Attend meetings with Clients and Project Managers. Reviewed project goals and objectives on Time frame basis with project manager and design team.
- Developed cost estimates, procured equipment, and tracked material status to efficiently complete large-scale projects.