

GRISHMA SHAH

📞: 919662691662; 919033460390

✉: grishmaec@gmail.com

📍: D9 Rashmi Appartment, opp. Umasut flat, Vasna, Ahmedabad - 380007.

~HIGH IMPACT BACHELOR OF ELECTRONICS AND COMMUNICATION ENGINEERING~

Versatile, high-energy professional, successful in achieving company's growth objectives within turnaround & rapid changing environment

PROFILE SUMMARY

Bachelor of Electronics and communication Engineering with More than 6years of experience in:

MIS data collation for technical specification and drawings

Preparing Techno-Commercial Offers

Handling Customers

Preparing G.A Drawings

Liaison & Coordination

Documentation

Tendering in GOV. & Non GOV. Organization

Giving Training and Preparing training documents

Preparing Standardization Documents

Preparing Standardization Documents

WORK EXPERIENCE:

FORBES MARSHALL: FEBRUARY 2020 - CONTINUE

- Joined as **Marketing Engineer**
- Handaling OEM and End User of Nandesari Grid
- Preparing offer for Flow Meters, Analitical Instruments, CV, Ennviro monitring Systems, Vibration monitoring Systems, PLC and DCS Syatems, Gauges, SSD Products
- Knowledge of Diferant type of flow meters like Electro Magnetic Flow Meter, Variable Area Flow Meter, Vortex Flow Meter, Mass flow Meter, Ultrasonic Flow meter, Radar Leve Transmitters
- Knowledge of differant types of analysers like PH, Conductivity, ORP, DO, Clorine, TDS, Turbidity, TSS
- Negotiation with customer for orders
- Extremely flexible and optimistic with the ability to handle pressure and carry out financial negotiations
- An effective communicator with strong leadership, decision making, analytical and problem solving skills



WORK EXPERIENCE:

SARAL CONTROLS: NOVEMBER 2017 - FEBRUARY 2020



- Joined as **Sales & Marketing Executive**
- Presently associated with **Saral Controls (from November 2017 - February 2020)**
- **Direct dealing with customers like IDMC, Pharmatech, Pharma Lab, Arvind, GSFC, ISRO, INEOS Styrolution etc.**
- **Tendering in GOV. & Non GOV. Organization**
- Looking after sales of products like Switchgears, PLC, Drives, Panels etc
- Selection of Switchgears and Estimation of switchgears
- Preparing Bills of Material & Techno-commercial offer for Small to high level application and DCS automation system

- Preparing Bills of Material & Techno-commercial offer for PCC panel, MCC panel, IMCC Panel, APFC panel, PLC panel, VFD panel, Control Desk & Control Panel
- Costing of PLC system, VFD drives and spares and Estimating and controlling of the panel cost
- Follow up with clients for project order and communicate with them for technical Specification and drawings.
- Follow up with the purchase department for raw materials
- Prepare System Architecture according to Project Specification
- Follow up with vendors for offers and maintain a good relationship with them and offer staging negotiation with them
- Capabilities in checking & assessing the value drivers of business and developing analytics around key measurements to facilitate business decision-making
- **Deft in overseeing various activities entailing managing payments, huge volume of transactions, approvals, reconciling transactions, training, etc.** For complete research and analysis related activities in coordination with internal & **company's growth & excellence**
- Extremely flexible and optimistic with the ability to handle pressure and carry out financial negotiations
- An effective communicator with strong leadership, decision making, analytical and problem solving skills

WORK EXPERIENCE: HI-MAK PVT LTD: MARCH 2015- JULY 2017)



- Joined as **Sales & Marketing Executive (Offer management Department)**
- Presently associated with **HI-MAK Pvt Ltd (from March 2015 – July 2017)**
- Preparing Bills of Material & Techno-commercial offer for PCC panel, MCC panel, APFC panel, PLC panel, VFD panel, Control Desk & Control Panel
- Costing of PLC system, VFD drives and spares and Estimating and controlling of the panel cost
- Costing and selection of Motor and servo System, DC Drive
- Follow up with clients for project order and communicate with them for technical Specification and drawings.
- Follow up with the purchase department for raw materials
- Prepare System Architecture according to Project Specification
- Follow up with vendors for offers and maintain a good relationship with them and offer staging negotiation with them
- Capabilities in checking & assessing the value drivers of business and developing analytics around key measurements to facilitate business decision-making
- **Deft in overseeing various activities entailing managing payments, huge volume of transactions, approvals, reconciling transactions, training, etc.** for complete research and analysis related activities in coordination with internal & **company's growth & excellence**
- Extremely flexible and optimistic with the ability to handle pressure and carry out financial negotiations
- An effective communicator with strong leadership, decision making, analytical and problem solving skills

CORE COMPETENCIES

- Acquiring inputs from different Department for analysing cost issues for identification of weakness and suggesting remedial measures for the same to various Business Unit Heads
- Monitoring financial performance and submitting MIS reports to top management to facilitate decision making process related to profitability & cost of production
- Managing customer centric operations and ensuring customer satisfaction by achieving customer delivery & service quality norms
- Creating & sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst the team members

EDUCATION

DEGREE	SCHOOL/COLLEGE/BOARD/UNIVERSITY	YEAR OF PASSING	PERCENT/DIVISION
BACHELOR OF ENGINEERING ELECTRICAL AND ELECTRONICS	KJIT (GTU)	2014	7.4/10
DIPLOMA ELECTRICAL ENGINEERING	PARUL POLYTECHNIC (GTU)	2011	8.11/10
S.S.C	GUJARAT BOARD	2008	80%

IT SKILLS

- Well versed with:
 - Operating Systems such as Windows XP, Windows ME, Windows 2000 ,Windows 7,Windows 10
 - Microsoft Office like Excel, Word, PowerPoint and Outlook Express
 - Dip trace, keil, Tina, multisim, matlab, SCADA Wonderware Intouch.
 - Language: C
 - ERP and SAP

MARKETING TRAINING

- Attended 3 days **SELLING SKILLS** workshop by Shiv Khera.

INDUSTRIAL AUTOMATION

- My Industrial Automation Training is continuing from Techknow Systems Baroda. In which PLC and SCADA modules are completed.

STRENGTHS

- Good analytical skills and logical reasoning skills
- Excellent Excel skill
- Highly organized - can prioritize work schedules, manage time effectively and meet deadlines
- Effective communicator - can liaise with clients and communicate ideas with a wide range of people.
- Good Listener and Team Player

OTHER PROJECTS UNDERTAKEN & TRAINING

- Full wave Bridge rectifier
- Full Adder
- Temperature Controller
- Door Security System
- Smart Letter Box
- Ultra test GSMP-14 (GE Oil & Gas)
- VOCATIONAL TRAINING – Siemens Limited, Vadodara

PERSONAL DETAILS

- Date of Birth: 13th August, 1992
- Languages Known: English, Hindi, and Gujarati
- Sex: Female
- Nationality: Indian
- Marital Status: Married
- Religion: Hindu