



# CHETAN PAWAR

## PROJECT COORDINATOR

### CONTACT

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### EDUCATION

2008  
KALINA UNIVERSITY

- Master of Arts

2006  
SOMAIYA COLLEGE

- Bachelor of Arts

### SKILLS

- Project Management
- Public Relations
- Multitasking
- Time Management
- Leadership
- Resource Management
- Document Management

### LANGUAGES

- English
- Hindi
- Marathi

### CAREER OBJECTIVES:

Leveraging 10+ years of experience in project administration, seeking a challenging role to utilize my skills in organization and project management software to drive project success and contribute to organizational growth.

### WORK EXPERIENCE

#### ● Solas Marine Services Group Project Coordinator

2022 - PRESENT

- Creating, maintaining, and organizing project documentation ( project plans, reports, presentations,etc.)
- Managing document control processes, including version control, distribution, and archiving.
- Scheduling, coordinating, and facilitating project meetings with various clients.
- Processing invoices and expense reports via ERP functions (Purchase Orders and Service Requests)
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- Identifying and selecting vendors.
- Negotiating contracts with vendors.
- Following up with purchases on material readiness related to project orders.
- Communicating effectively with team members and stakeholders.
- Financial Documentation for 3 imprest accounts (projects mechanical, project electrical & projects Kuwait)- creating SPR-PO-SCN)
- Vehicle coordination (Liaising between project engineers and drivers for transport arrangements)
- Performing other special tasks as assigned instructed by the Asst. Manager & Division Manager.
- Documenting change requests and impact assessments.
- Collaborate with the HR team and other departments to define event originations and goals.

#### ● Emkay Global Financial Services Ltd. Sr.Executive

- Scrutinizing Trading + Demat KYC forms for Category Individual, HUF, NRI, Body Corporate etc
- For Equity Trading and Demat accounts, PMS accounts, NBFC accounts and Commodity Trading accounts.
- Verification of client details with regulatory data such as SEBI debarred list, ANMI ABCD, World Check.
- To check AOF as per KYC Norms for processing, or share the objections with branches in case of Discrepancies
- UCC upload for new as well as existing clients as per alerts from Exchanges.
- To check KRA Compliance and comply with KRA norms.
- Uploading of batches in CDAs system for opening of Demat account.
- Modification, Addition, Filing, Storage and Dispatch to Safehouse
- Maintain MIS of Accepted /Rejected /Account opened / Pending forms etc

## **Epicenter Technologies Private Limited.**

### Customer Relationship Associate

- Assigning & processing of accounts & solving customers queries which includes.
- Address change, issuing of card changing personal information.
- Opening & closing of accounts & sending letters in response to queries.
- Verify the customers (SSN-Name address) personal information

## **ICICI Bank Limited.**

### Executive

- To scrutinize the AOF according to the KYC forms / Guidelines & NSDL Rules.
- To check AOF as per KYC Norms for processing or rejecting the form
- To check PAN with Pan Site (Income tax Dept. India)
- To segregate the AOF as Accepted & Rejected.
- To send all Rejected AOF back to branches for rectification along with MIS.
- To modify the AOF as per the policy & process set by the bank for deposit system.
- To check signature, co holder details, nominee details, pan in clients detail option.
- To inward the demat account number in the inward document option.
- To check and modify the correspondence address, mobile no, telephone no, email id.
- To verify the modification by using the correspondence authorization option
- To update the MICR code, accepted date, currency and inward center in case the details are not available in the INFOPOOL system.

### Declaration:

I hereby declare that the above-mentioned all information is true to the best of my knowledge.

Nationality : Indian.

Place: Mumbai

Date :    /    /

(Mr. Chetan R Pawar.)