

RESUME

**Dipak
Shirsalkar**

Address: Nand Bhavan, Flat No 1, Lane No 1, Near The Fitness Hub, Mamata Nagar Old Sangavi Pune 411027
E-mail: purandar.fort@gmail.com M : +919765539217

AREAS OF EXPERTISE

Project Management/Operations Management
Project implantation & execution
Customer service, Cost control, Processing deliveries.
Design, Technical/Installation Management

Experienced and self-motivated Project Manager bringing forth over 14 years of total experience with 10 + years of experience in serving as an effective Project Manager in Interior Fit-out. Adept in all aspects of project management including planning, budget management, and coordinating all working parts of a project. Experienced in working directly with clients to ensure all the goals of a project are achieved and met within scope and budget.

**Presently working With Livspace Home Interior Designs E-Commerce Private Limited As an Operation lead
(March 2022 to till date)**

DUTIES

- Responsible for planning, scheduling, conducting and coordinating the technical and management aspects of project/s in a professional and timely manner, within the budgeted cost.
- Coordinating between suppliers and sub vendors to Ensure timely delivery of materials and Quick response & timely corrective actions to avoid creation of any slow / non moving material
- Co-ordination between vendors, engineering consultant, logistics team etc
- Coordination between engineering department and quality department for drawing & quality
- Safe Erection & Commissioning at site
- Risk and Claim Management
- Cost Analysis and Profit improvement Plan(QAP) approval to avoid delay in manufacturing and inspection of material at vendor works
- Preparing billing schedule, reviewing billing breakup for and cash flow analysis
- Coordination with Engineering Team for the final Designs and Drawings
- Scheduling of entire project cycle and then monitoring on actual basis
- Discussions with various vendors for the finalization of orders after due comparison of technical offerings and requirements
- Logistic support with respect to commercial documentation and other formalities
- Due support to site with respect to arrangement of supplies / drawings / tools and tackles on time.
- Conceptualizing & implementing strategies for acquiring business from new clients and utilizing potential of existing channel
- Analysing latest market trends and tracking competitors' activities and providing valuable inputs for fine tuning sales & marketing strategies
- Participate in Client/Contractor meeting and resolve Client/Engineering and management project issues.

CAREER HISTORY

Five years & Eleventh Month working experience with Featherlite Office System Pvt Ltd as a project Manager May 2016 to Mar 2022 (5 years 11 months)

DUTIES

- Plan, implement & execute projects
- Learn Featherlite Collections Architectural products and systems quickly for execution
- Help define project scope, goals, tasks, resources and deliverable
- Create schedule, project timelines and track effectively on daily basis
- Technically support to back-end & front team
- Present reports to stakeholders on progress as well as blocker solutions
- Implement and manage change when necessary to meet project outputs
- Evaluate and assess result of project
- Prepare detailed design layouts, information focus to approval process
- Design and develop coordination Featherlite collections product solutions with engineering & sales team in factory
- Provide technical support to pre-manufacturing process
- Manage site visits to understand scope and provide technical assistance
- Planning Material Delivery& Installation Schedules
- Project of COP
- Project Handing Over
- Contractors Billing

Two year & four month working experience with Spacewood furniture (I3Space Kitchen) As a Project Coordinator (from Jan 2014 to Apr 2016)

DUTIES

- Review the project plan and specification and comment on the design.
 - Review the project BOQ and specification and comment on the design.
 - Project Planning/site planning co-ordination with team.
 - Coordination with Architects, Designers, Vendors, Contractors.
 - Coordinating with Back office, Store & designers/ Managers Implementation of the drawings.
 - Rise and discuss relevant issues at the job site meetings & address
 - Data processing for production.
 - PI analyzing of production order.
 - Managing project in finalized of execution project coast.
-
- Planning Material Delivery&Installation Schedules
 - Project COP
 - Project Handing Over
 - Contractors Billing

Four year & six month working experience with Rawat Brothers Furniture Pvt.Ltd. As a Site Supervisor To Project Co-coordinator from June 2009 to Dec 2013.

DUTIES

- Review the project plan and specification and comment on the design.
- Review the project BOQ and specification.
- Able to understand the site requirements(Good Product knowledge).
- Project/site planning co-ordination with team.
- Coordination with Architects, Designers, Vendors, Contractors.
- Coordinating interoffice& Store designers/Managers. Implementation of the drawings.
- Maintaining & updating Reports on daily bases.
- Supervise furniture and fixture installation coordinate and schedule the activities of workers to efficiently meet compilation deadlines and quality requirements.

ACADEMIC QUALIFICATIONS

- Pursing PG in IGNOU (distance education)
- B.A North Maharashtra University
- D.I.S.M Aptech Computer Education
- H.S.C from Nasik Board

INVOLMENT IN EXTRA CURRICULMES ACTIVITIES

IT (six months certificate course in Govt Institute)
Typing 30W.P.M.

PERSONAL DETAILS

Full Name: Dipak Shantaram Shirsalkar
Permanent Address: Rampeth, VARANGAON, Dist Jalgaon (MS) 425305 Date of Birth 26 Feb 1982
Marital status: Married
Language Proficiency: Marathi, Hindi, English

Date:

Place:

Dipak Shirsalkar

