
Seeking a position in industry that enhances my creative and technical skills, offers security and professional growth while contributing to growth of organization concerned.

Strength:

I am honest with critical thinking ability having good English communication skill. Hardworking person and ability to work effectively in challenging environment with positive attitude towards my career.

SUMMARY OF SKILLS

Office Management Skills:

- Supervised the running bills as well as handling of tender work-order document from M/s Owner Company.
- Worked on project management, profit & loss, Site execution planning.
- Amendment Preparation, Approval & apply.
- Management of all vendor contracts as well authorized to terminate the vendor contract.
- Handle company account and managed vendor payment.
- Maintain DPR (Daily Progress Report).
- Managed domestic and international travel schedule for the company's top 3 executives.
- Shortlist labor law for company according to Indian government rules.
- Coordinated scheduling, file organization, supply management and development of office procedures.
- Regularly dealt with sensitive and confidential matter with tact.

Administrative Skills:

- Coordinated schedule and logistics for all level of the company, including upper management.
- Monitored inventory and complete all necessary ordering and purchasing.
- Facilitated ~ 10 presentations, seminar, to grow up company image and have new projects.
- Provide daily operation support including answering phones, data entry, mail distribution, and file management.

Customer Service Skills:

- Consistently assigned to and trusted with high profile clientele.
- Effectively managed difficult clients through conflict resolution and problem solving skills

Core Management Skill:

- Handling and work in installation of 33/11KVA transformer in Main valve station for main pipeline.

WORK EXPERIENCE

- ✓ CORTECH ENERGY LIMITED
Planning Engineer / Billing Engineer (01Mar 2016 ~ Present)
- ✓ CHINA PETROLEUM PIPELINE BUREAU INDIA PRIVATE LIMITED
Contract and control Engineer / Billing Engineer (From 01 June 2015 to 28 Feb 2016)

Overview & Profile Description:

➤ Team Size: Individual

Project Name:- SHPPL(Shahdol-Phulpur Pipeline Project Ltd.)

Project Description-1: RGPL (Reliance Gas Pipeline Limited) It is the largest leisure, Piping Plant and pipeline company in India, also serve facilities and have industry in various sectors like owns travel agencies, hotels, airlines, cruise ships and retail stores.

- Worked in Compressor station manufacturing plant in project SHPPL.
- Responsible of all payment procedure from Owner Co. including MLV.
- Responsible for releasing all Vendors payment a Billing In charge (QSD).
- Site engineer and responsible for transformer installation of rating 33/11 KVA.
- Short term site engineer in Main Valve Station (MLV's) responsible for transformer installation.

➤ Team Size: Individual

Project Name:- DNEPL (Dahej Nagothane Ethane Pipeline Ltd.)

Project Description-2:- Client of this project is RGPL (Reliance Gas Pipeline Limited) It is the largest leisure, Piping Plant and pipeline company in India, also serve facilities and have industry in various sectors like owns travel agencies, hotels, airlines, cruise ships and retail stores.

- Work in pipeline of DNEPL
- All the procurement (Tendering, Billing, Contract, Planning) maintained by me.
- Responsible for releasing all Vendors payment a Billing In charge (QSD).

INTERNSHIP/PROJECTS

- Vocational Training (15 day) from Amarkantak Thermal power Station Chachai (M.P.)
- Vocational Internship (30 day) from S.E.C.L (South eastern coal field LTD) Shahdol.
- Vocational Training (30 day) from BHEL (Bharat Heavy Electrical LTD) Bhopal.
- Major Training From SOFCON PVT LTD and achieved certificate of excellence in "Industrial automation", "PLC", "SCADA".
- Academic Soft skills Training (Module-1, 2, 3) From H.P.

ACADEMIA

- ✓ BACHELORS OF ENGINEERING IN ELECTRICAL AND ELECTRONICS
AICTC/ IITM RGPV (2011 ~ 2015) gain 7.19 CGPA.

CO-CURRICULAR ACTIVITIES

- Qualified by Level A2, ESOL Examinations, organized by UNIVERSITY Of CAMBRIDGE In British English Communication Language.
- Participated in All India Math's Olympiad.
- Participated in Indian Scholarship Examination organized by National council for development of Education, Chandigarh.

Declaration: I hereby declare that the above information is correct to the best of my knowledge.

[VIPENDRA TRIPATHI]
