

# HARSHEEL MEHTA

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## PERSONAL PROFILE:

A Professional Engineer with over 2.5 years of working experience on different projects across manufacturing and infrastructure industries in various project-oriented and process improvement roles. Expert in scheduling, planning, reporting, and forecasting of various risks associated with the project.

## EDUCATION

<b>RMIT University, Melbourne</b> Master of Project Management in Engineering	<b>Mar 2019- Nov 2020</b> 3.3/4
<b>Mumbai University, Mumbai</b> Bachelor of Engineering in Mechanical	<b>Aug 2014- Mar 2018</b> 7.26/10

## SOFTWARE PROFICIENCY AND SKILLS

- Proficient in use of MS Office suites such as **MS Project, Excel, Power Automate, etc**
- Confident in **data visualisation and reporting** using **Power BI, Pivot and Tableau**
- Firsthand practical experience using **P6 Scheduler** and **Primavera Risk Analysis** software
- Ability to draft and interpret engineering drawing in **AutoCAD** and **Solidworks** to create job layouts and general arrangement drawings
- Excellent knowledge of site **PPEs, WHS, Job Safety analysis and Risk Assessment**
- Read and interpret engineering standards to produce project plans, design and validate it during implementation
- Strong **prioritisation and organisation skills**
- Experienced in using company systems such as **OFSC, IFS, ServiceNow** and **Consol**.

## EMPLOYEMENT HISTORY:

<b>Project Coordinator- Service Stream Limited</b>	<b>Jul 2021- Present</b>
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### Responsibilities

- Coordinating the design deliveries of over 500 sites/month from scoping to completions for smooth execution and customer satisfaction
- Liaising with designers, PMO team, field supervisors and technicians daily to ensure on-time resolution of the technical, field, business queries
- Worked as a SME in company systems and business processes, and liaised with RPA developers and BA in implementing automations across the business
- Negotiating work allocation percentages with suppliers based on their KPIs, documentation and manual creation of spreadsheets, project management, scheduling, processing requests for payment

<b>Project Scheduler- Service Stream Limited</b>	<b>Feb 2021- Jul 2021</b>
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### Responsibilities

- Monitoring and controlling the construction timeline for the construction of telecommunication infrastructure assets for over 50 ADAs in Hampton Park and Lynbrook areas of Vicotria
- Jeopardy management, daily reporting of the completed works on the field and tracking important escalations to ensure timely completions of the project
- Created dashboards using reporting tool of ServiceNow for different teams to assist with the daily operations of the project
- Conducting training for operational and business teams, maintaining, and updating business trackers for high level business reporting of program health

## **Project Engineer- JVM Industries**

*May 2018- Feb 2019*

### **Responsibilities**

- Liaised with the Design Engineer, Production-line workers, and customer to create necessary documentation, schedule, budget, and enable efficient JIT production
- Prepared project schedules, purchase orders, monitoring and tracking project progress, risk-based inspection, and facility/equipment condition assessment
- Defined production work centres for streamline product flow and eliminating redundancies to improve the production efficiency
- Updating the production tracker on daily basis to forecast the timeline of project completion and taking necessary decisions to project completion within deadline

## **ACADEMIC PROJECTS**

### **Drafted a Project Management Plan for Hume City Council**

*Mar 2019- Jun 2019*

- Developed a complete Project plan using Primavera software, PMBOK, @RISK software.
- Using PMBOK to assist in defining scope, project boundaries, project budget, WBS with the help of a given business case

## **LEADERSHIP AND VOLUNTEERING EXPERIENCE**

### **RMIT University Student Union- Admin Assistant**

*Jul 2019- Dec 2019*

- Assisted with the daily student queries, managing documentation regarding different events, creating schedules for various training and networking activities on Excel

### **ISHRAE Student Body- President**

*Aug 2017- Mar 2018*

- Organized 8 events in a year, led a team of 53 members, increased student membership in the college by over 94%

## **PROFESSIONAL MEMBERSHIPS**

- PMI- Melbourne Chapter
- Engineers Australia

*Jun 2020- Present*

*Jul 2019- Present*

## **REFERENCES**

- Available on request