

ARSHAD A. ATAR

(Experience: 3 Year 5 months)

PERSONAL DETAILS

Flat No.10 , Subhadra Appartement,
Gaikar Pada, Kalyan West - 421301
M: 9579918007

E-mail:

arshad.atar2@gmail.com

DOB: 18/01/1992

Notice Period: 30 Days

AREAS OF EXPERTISE

- ❖ Business Development
- ❖ Budget Management
- ❖ Strategic Planning/Analysis
- ❖ Profit Maximization
- ❖ Vendor/Financial Management
- ❖ Cost Control/Reduction
- ❖ Program Management
- ❖ Team Leadership
- ❖ Process Improvements
- ❖ Relationship Building
- ❖ Personnel Development

PERSONAL SUMMARY

- ❖ Innovative, profit-oriented Project and Sales Associate with demonstrated success in increasing revenues, market share and earnings, achieving cost reductions and improving client satisfaction in customer-facing operations and large diverse organizations.
- ❖ Consistently identifies and accelerates strategic measures to strengthen performance with sustained operational results.
- ❖ Forges long-lasting client and business partner relationships to mutually benefit all parties.

KEY SKILLS ASSESSMENT

- ❖ **Strategic Management**– Experienced in vendor management, contract negotiations and strategic financial analysis to increase efficiencies and reduce costs while maintaining solid rapport with business partners.
- ❖ **Team Leadership and Budget Management** – Expertise in leading and building cohesive cross functional teams and collaborating with senior executives in improving operations while overseeing staff and managing budgets.
- ❖ **Process Improvements** – Devised and implemented processes, procedures, systems and internal controls to strengthen operations increase productivity and enhance customer satisfaction.

ACADEMIC QUALIFICATIONS

- ❖ DIPLOMA IN MASS MEDIA [63.42%]
PUNE UNIVERSITY (2016)
- ❖ BACHELOR OF ENGINEERING [64.46%]
UNIVERSITY OF MUMBAI (2009 – 2013)
- ❖ HIGHER SECONDARY CERTIFICATE
[FIRST CLASS-72.17%]
STATE BOARD (2009)
- ❖ SECONDARY SCHOOL CERTIFICATE
STATE BOARD, (2007) [84.46%]

WORK EXPERIENCE:

Filteration Engineers India Pvt. Ltd. – Navi Mumbai

Sales & Project Engineers (1st July 2017 – Till date)

- ❖ Review of Customer specifications and equipment design to match specifications. Confirm compliance with the customer's purchase order regarding the project and process requirements.
- ❖ Review equipment drawings, piping isometrics and instrument hook- up drawings.
- ❖ Address client comments and queries. Manage the fabrication, assembly and painting of the complete process package.
- ❖ Responsible for procuring all mechanical and instrument materials required for process package.
- ❖ Raise purchase enquires, evaluate vendor bids, prepare and issue purchase orders to meet project budget and schedule requirements.
- ❖ Evaluate project planning/schedule of all engineering tasks required to complete the project and evaluate resource needs and required durations.
- ❖ Evaluated, managed and re-negotiated commercial terms.

Review vendor documents to check that they conforming to the project requirement.

- ❖ Make expediting / progress / quality / inspection visits to vendors identified as key to project success.
- ❖ Prepare mechanical datasheets, monthly reports, and progress reports. Prepare technical project specific documentation.
- ❖ Managed medium sized project single handedly.
- ❖ Interface with customers/clients on a regular basis through presentations and reports.

MIT World Peace University, Pune

Freelancer Public Relation Officer (4Jan 2015 to 27 May 2016)

- ❖ As a Public relations executives responsible for handling all aspects of planned publicity campaigns and PR activities.
- ❖ Writing and producing presentation and press releases.
- ❖ Organizing and attending promotional events such as press conferences and exhibitions.
- ❖ Speaking publicly at interviews, press conferences and presentations.

Worked in events:

- ❖ World Parliament of Science, Religion and Philosophy.
- ❖ National Women Parliament held in Amravati (Andhra Pradesh).
- ❖ Bhartiya Chhatra Sansad (Indian Student Parliament).
- ❖ National Teacher Congress.

Extra Curriculum Activities:

- ❖ Completed two day workshop on 'Digital Marketing and Trends' organized by World Trade Centre, Navi Mumbai.

- ❖ Content writing for National News agency 'United News of India' (UNI) and took interviews of eminent personality for UNI's National Magazine 'Developing India Mirror.'
- ❖ Executive Editor of Shashwat- Environmental Magazine.

OTHER PRESTIGIOUS CLIENTS

OVERSEAS

- AL-NASR Engg., Dubai.
- L & T, Oman
- Chem Fab, Texas, USA.
- 4 front Engineering, Texas, USA.
- Ohmstad Pvt. Ltd., Texas, USA.

INDIA

- Larsen & Toubro-Mumbai/Vadodara
- Aker Power Gas, Gujarat.
- Alfa Laval, Maharashtra.
- Hydac India Pvt. Ltd., Mumbai
- Mellcon Engineers (P) Ltd. New Delhi.
- ICEM Engineering, Mumbai.
- ONGC, Mumbai.
- NTPC, Mumbai
- BHEL, Noaida/Bhopal/Hydrabad
- RIL, Mumbai

PERSONAL INTERESTS:

Micro blogging | Reading | Movies |

DECLARATION:

I hereby declare the particulars given above are true to the best of my knowledge and belief.

Date:

Signature:

(Arshad A Atar)