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### Languages Known

English, Hindi, Marathi, Japanese

### CORE COMPETENCIES

New Channel Development

Technical Reporting & Documentation

Effluent Treatment

Sewage Treatment

Vendor & Stakeholder Management

### SOFT SKILLS

Change Agent

Collaborator

Communicator

Planner

Thinker

### HOBBIES



### PERSONAL DETAILS

Date of Birth: 17<sup>th</sup> November 1988  
Present Address: : B-2102, Gokul Concorde, Dattani Park, Thakur Village, Kandivali East, 400101 Mumbai

## Avani Abhijeet Pustake

**Location Preference:** Mumbai

Result- oriented professional targeting assignments in **Technical Administration** with an organization of repute

### PROFILE SUMMARY

- A high energy driven professional with nearly 6 **years** of rich experience in **Technical Operations & Designing**
- Worked on commissioning of WTP, quality control & process performance testing of WTPs & STPs, recycled & reused treated wastewater and performed laboratory analysis of water & wastewater parameters
- Prepared BOQ, cost estimations & technical specifications, designed DPRs & feasibility reports & for water resources, regulatory program compliance & data management
- Efficient in preparing engineering reports, drawings & specifications for Water & Wastewater Projects and supporting the preparation of applications for approvals & financial assistance on behalf of clients
- Designed systems that safely treated wastewater to remove any harmful substances and return to the ecosystem
- Brief knowledge of Effluent Treatment, Sewage Treatment and RO Plants as an Administration & Technical Operation Executive
- Took charge independently for Effluent Treatment Plant & Reverse Osmosis Plant (RO) for a zero discharge units
- Competence in Sewage Treatment Plants

### ACADEMIC DETAILS

- P.G.P Construction Management from NICMAR, Pune in 2013
- B.E. - Civil from R.T.M Nagpur University, Nagpur in 2010

### IT SKILLS

- MS Office (Word, Excel, Power Point)
- AutoCAD 2010
- Revit-Architecture 2017, Revit Structure 2017

### WORK EXPERIENCE

**May'13-Feb'19 with Nagpur Pollution Control Company Pvt. Ltd., Nagpur as Technical Administration Executive**

#### Key Result Areas:

- Tracked the physical completion of different phases
- Managed and led the team
- Delivered and implemented the project as per scheduled deadlines; extended maintenance support technical team and client
- Administered site as well as office staff to ensure safety and quality of the project deliverables
- Identified new channels to sell the services to the new and existing customers by different marketing techniques
- Analysed market for new products to be used in the project
- Provided help with telephonic inquiries, queries and managed mails as well as well managed the track of movement of material & vendor management
- Gave personal assistance if required; managed housekeeping & staff
- Guided team members for personal and team development
- Created detailed technical documents which included techno-commercial offers for new and existing companies
- Prepared operation and maintenance manuals for different projects
- Drafted other technical documents included equipment specified listing, provided assistance on various drawing documents
- Provided solution to the technical queries such as equipment designing/drawing related issues
- Managed record of daily report of the projects

## **PROJECTS**

Project name : Effluent Treatment Plant & DM Plant  
Client: Uttam Galva Steels Ltd.  
Duration: 2013-2014

Project name : Waste Water Recovery Plant  
Client: Jindal stainless Steel Ltd.  
Duration: 2013-2014

Project name : Effluent Treatment Plant  
Client: Manaksia Steels Ltd..  
Duration: 2015-2016

Project name : Effluent Treatment Plant  
Client: Abul Khair steel Processing Ltd.  
Duration: 2015-2016

Project name : Effluent Treatment & Water Recovery Plant  
Client: Weldfast Electrodes Pvt. Ltd.  
Duration: 2016-2017

Project name : Sewage Treatment Plant  
Client: Weldfast Electrodes Pvt. Ltd.  
Duration: 2016-2017

Project name : Effluent Treatment Plant  
Client: La Tim Sourcing (India) Pvt. Ltd.  
Duration: 2017-2018

Project name : Effluent Treatment Plant/Waste Water Recovery Plant  
Client: KYCR Coil Industries Ltd.  
Duration: 2017-2018

Project name : Waste water Treatment Plant  
Client: Juindal United Steels Ltd.  
Duration: 2018-2019

Project name : Sewage Treatment Plant  
Client: Uttam Value Steels Ltd.  
Duration: 2018-2019