

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

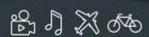
Collaborator

Communicator

Planner

Thinker

HOBBIES



PERSONAL DETAILS

Date of Birth: 17th 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 SUMMARRY

- 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 Admistration 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 Trteatment 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