

Swapnil Singh

Project Management & Planning - Oil & Gas, Pipeline - 3.5 years experience

Noida, Uttar Pradesh

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Willing to relocate to: Noida, Uttar Pradesh - Gurgaon, Haryana - Greater Noida, Uttar Pradesh

Work Experience

Sr. Planning Engineer

Shanti Infraconstruct Pvt. Ltd. - Noida, Uttar Pradesh

April 2019 to Present

a) Project Planning & Scheduling

- Preparation of Summary Master (Level-2) Schedule (SMS) and Project Coordination (Level-3) Schedule (PCS) for Laying of 3LPE coated Carbon Steel Pipeline (including TCP, Terminal/Station piping, associated Civil & Structural work & Installation of Skid) for CGD Steel Pipeline Project.
- Responsible for monitoring of Daily Project progress.
- Preparation of Project-related documents.
- Responsible for telecom and E-mail communication with Client and PMC.
- Proficiency in using PC operating systems and several basic software applications.
- Proficiency in using multiple discipline-specific software applications (e.g. MS Project, MS Excel, etc.)
- Ensuring HSE procedures and policies are carried out safely.

b) Project Coordination

- Coordinate with Project teams & site personals.
- Supervising the Project at all stages and providing solutions to problems.
- Provide assistance to the Project Manager for fulfilling site requirements.
- Organising the transportation of materials.
- Cross-functional coordination to ensure the smooth running of the Project.
- Conducting & leading schedule review meetings.

c) Project Procurement Management

- Looked after the Procurement and vendor development services.
- Place Enquiry/Issue Request for Quotation to vendors as per the Technical Specifications mentioned in Tender document.
- Handle and look after the procurement activities.
- Issue Purchase orders, Work orders & Service orders to vendors as per agreed rate, terms & conditions.

d) E – Tendering/Bid Management

- Searched Notice Inviting Tenders (NIT) via online mode.
- Responsible in preparation of Bid documents.
- Prepared Technical (Un-Priced) & Commercial (Priced) Bid.
- Responsible for e-submission of Bid documents.
- Resolved Technical Queries/Commercial Queries (TQ/CQ).
- Proper filing of Bid documents so that it can be easily accessed when needed.

Executive Project Engineer

Resonance Energy Private Limited - Noida, Uttar Pradesh
October 2017 to March 2019

a) Project Planning & Scheduling

- Prepared Project Master (Level-1) Schedule (PMS) for monitoring of Bid status.
- Prepared template and maintain a record for RA bills & invoice schedule.
- Prepared and implemented various forms & formats.
- Prepared CNG Station construction drawing in AutoCAD.

b) Consulting

- Supervised, coordinated and conducted Natural Gas demand assessment survey of various demand centres for Commercial, Industrial & Residential consumers in following Geographical Areas (GA):
- Kapurthala, Jalandhar & SBS Nagar GA of Punjab.
- Ludhiana & Bhatinda GA of Punjab.
- Ranchi, Bokaro, Hazaribagh & Ramgarh GA of Jharkhand.
- Coordinated and conducted CNG demand assessment survey at all Fuel centres/Filling stations, Auto & Bus stands that fall under the specified GA.
- Visited and collected data from RTO for the number of vehicles registered (two-wheeler, three-wheeler, four-wheeler and light utility vehicles) for the past 7 to 10 years to assess the demand of CNG.
- Provide consolidated assessment survey data for calculation of Natural Gas demand that further helps in Detailed Feasibility Study for City Gas Distribution (Inter and Intra-State Gas Pipelines) and preparation of Detailed Feasibility Report (DFR).

c) Tendering & Contractual Procurement

- Act as Bid Management Consultant for Green Gas Limited at Lucknow & Agra GA for the supply of:
- Commercial Gas Meters.
- Commercial Meter (G-40) & Commercial Regulator (4 bar to 2 bar).
- Domestic Meter and Regulator under the Annual Rate Contract for City Gas Distribution Project.
- Domestic, Service & Commercial Regulators.
- Electric Motor (FLP) Driven CNG Booster Compressor.
- Commercial, Industrial Meters & MRS.
- CNG Booster Compressor.
- Supply, Installation & Commissioning of Mass flow meters for Booster Compressor (ICL/Tulsa make).
- Implemented Contracts & Procurement Management – Procedures and Policies.
- Performed other duties as assigned.

Project Management Trainee

Protecon BTG Private Limited - Noida, Uttar Pradesh
January 2017 to October 2017

- Undergone Professional Training Programs in the field of Project Management Operation and Maintenance in Energy & Infrastructure Sectors.
- Acquired knowledge of Pipeline Engineering in a structured & role-oriented format with the Industry used Processes, Templates, Formats, Software and Tools.
- Learned and prepared the following forms, formats, charts and templates:
 - Company Organisation chart & Project Organisation chart.
 - Work Breakdown Structure for Pipeline and Management Level Schedule (Level-1).
 - Manpower/Resource Deployment Summary and Histogram.
 - Daily, Weekly and Monthly Progress Report.
 - Overall Progress - S Curve.
- Engineering Progress Register (EPR), Procurement Progress Register (PPR), Construction Progress Register (CPR), Risk Register.
- Kick-Off Meeting (KOM) and Minutes of Meeting (MOM) Presentation.
- Progress Review Presentation.
- Learned and operated the following Software Tools:
 - Oracle – Primavera P6.
 - Microsoft Project, Microsoft Excel, Microsoft PowerPoint, Microsoft Word.

Assembly Production Engineer

Arun Enterprises - Ghaziabad, Uttar Pradesh
August 2014 to December 2016

- Supervised production of the following products:
 - 1-in-1 Deep Drawn Meter Box for Single Phase Energy Meters mounted on poles.
 - 1-in-1 Deep Drawn Meter Boxes for Single Phase Energy Meters mounted on the wall.
 - 4-in-1 Deep Drawn Meter Boxes for Four number Single Phase Energy Meters.
 - 6-in-1 Deep Drawn Meter Boxes for Six number Single Phase Energy Meters.
 - 20-in-1 Meter Pillar Boxes for Twenty number Single Phase Energy Meters.
 - Deep Drawn L.T. Distribution Boxes for transformers.
 - Deep Drawn L.T.C.T. Operated Meter Boxes (Double Compartment).
 - Single Phase LT Distribution Box for AB Cables (Service Connection Boxes).
 - Three Phase LT Distribution Box for AB Cables (Service Connection Boxes).
- Calculated Production Progress, Manhours, Productivity and efficiency.
- Aligned to support the speed of the assembly production line.
- Ensured the right quality of components/products are delivered.
- Optimised the production and assembly line processes to meet objectives of lowering cost and improving productivity.
- Provided assistance in the assembly and maintenance of engineering and other technical files.
- Changed & validated AutoCAD drawings.
- Actively promoted process improvement to ensure compliance with industry standards and regulations and to secure a future business position in the market.
- Attended meetings and contribute to Project/production design review.
- Performed other duties that are deemed necessary by Management.

Trainee - Tool Room (Maintenance)

Honda Motorcycle & Scooter India Pvt. Ltd - Gurgaon, Haryana
June 2013 to July 2013

Trainee - Rolling Mill (Production)

Hindalco Industries Limited - Renukut, Uttar Pradesh
May 2012 to June 2012

Education

B. Tech in Mechanical & Automation

AMITY UNIVERSITY
2010 to 2014

Skills / IT Skills

- Project Management
- Project Planning
- Project Scheduling
- Primavera P6
- Project Coordination
- Project Control
- Project Procurement
- Project Monitoring
- Vendor Negotiation
- Tendering
- Bid Evaluation
- Contracts
- Engineering Design
- MS Excel
- MS Power Point
- MS Word
- MS Project
- Consulting
- Administrative Support
- Market Research