

CURRICULUM VITAE



Dr. N. S. Ravi

CAREER SUMMARY

After doing my graduation in **Electronics & Instrumentation Engineering**, I have undergone **6 months structured training Project Management & Controls**.
At present I am serving as an internee in PROTECON BTG

The training consisted of 4 modules as below:

- **Project Management Basics** – Theoretical understanding of Project Management Processes & Knowledge Areas. This module also included the specialized subjects like Project Planning, Scheduling, Monitoring, Progress Measurement & Earned Value Management System,

Budgeting, Cost Control, Invoicing, Change Management, Risk Management / Analysis, Engineering Management, Procurement Management & Construction Management;

- **Industry Overview** – Under this module, I was given detailed understanding of various industrial projects, viz. O&G (Upstream), Refineries, Petrochemicals, Fertilizers, and Pipeline & Terminals.³³
- **Inter-Disciplinary Relationship** – This module consisted of highly experienced engineering experts explaining the various deliverables prepared by respective disciplines & inputs required in order to sequence the deliverables for effective planning.
- **Software tools** – In this module, I was given an opportunity to have hands-on experience and expertise on internationally recognized Project management software tools viz. Primavera P6-R8.4, MS Projects, & MS Office.

I have acquired fairly good knowledge on key areas of Project management e.g. Budgeting, Planning, Scheduling, Monitoring, Reporting, Procurement & Contract management, right from Project Initiation to Commissioning / Hand-over.

With this background and experience, I plan to gain Industrial Experience by working for reputed companies, especially in the fields of hydrocarbons and/or petrochemicals / chemicals /Power Projects / Pipeline / Fertilizers etc, in order to accomplish the **Art of Project Management & Controls and contribute gainfully to the organization I serve.**

Assignments during the Project Management & Controls Training

- Prepared Company Organization Charts
- Prepared Project Organization Charts
- Prepared multiple Work Breakdown Structure (WBS)
- Prepared Management Level Schedules
- Prepared Overall Project Schedule for a Process Plant in MS Project
- Prepared Overall Project Schedule for a Pipeline Project in P6, R8.4
- Prepared standard templates for Weekly / Monthly Progress Reports
- Developed monthly progress review Presentation
- Developed Progress Measurement System for an EPIC Contract
- Prepared Manpower Deployment Charts & Histograms (Sch Vs. Act)

Solar Projects

S.NO	Project Description	Client	Capacity (KW)	Job Role	Location (Site)
1	Solar On Grid Project	Skill Council for Green Jobs (SCGJ) and Indraprastha Power Generation Co Ltd. (IPGCL)	200	Manager (Procurement & Contracts)	Delhi-NCR/Haryana
2	Solar Off Grid Project	Domestic/ Household Customer	10	Manager (Procurement & Contracts)	Delhi-NCR

3	Solar On Grid Project	Uttar Pradesh New & Renewable Energy Development Agency (DEPARTMENT OF ADDITIONAL SOURCES OF ENERGY, GOVERNMENT OF UTTAR PRADESH)	500	Manager (Procurement & Contracts) Head (Project Execution)	Uttar Pradesh
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Oil & Gas Project

S.NO	Project Description	Client	Total Stretch In Km	Job Role	Location (Site)
1	City Gas Distribution	M/s Jay Madhok Energy Private Limited	75	Manager (Procurement & Contracts)	Ludhiana Jalandhar Kutch

While working in all the above-mentioned areas, I have worked, all the time, on various computer packages to suit the work requirement.

Manager (Procurement and Contracts)

- Accountable for Planning, organizing, monitoring and controlling procurement activities as per project objectives, Controlling Purchasers and expeditors, **Managing cost** and delivery of procured items, Organizing control and report systems to monitor progress of all procurement activities to meet project objectives, Reporting of procurement status to the Project Manager periodically, Controlling delivery time of procured items reflecting the construction schedule.
- **Conducted price and cost analysis of the offers** and prepare formal recommendations to project management for approval.
- Maintaining & Updating PPP i.e. Project Procurement Plan for City Gas Distribution Ludhiana.
- Assist in the preparation and negotiation of cost for additional work on the project including tracking **Time & Material work**.
- Determine the needs of the company in regards to machinery and supplies necessary for safe operation, and adjust inventory accordingly.
- Research and meet with potential suppliers to compare products, prices, and lease terms, and make the best decision for the company.
- Conduct research via the Internet, catalogues, trade publications, and trade shows to identify potential suppliers.
- Interview prospective suppliers either face-to-face or over the phone to determine prices, discounts, terms, etc.
- Create spreadsheets with vendor & product or service comparisons of prospective suppliers to support management decisions.
- Prepare, maintain and review purchasing files and records, price lists, the status of requisitions, contracts and orders, locate suppliers, approve bills for payment, monitor subcontractor performance, calculate the cost of orders, ensure invoices are charged to the appropriate accounts, and monitor inventory transfer forms for bookkeeping records.
- Negotiate sales agreements with selected vendors to get the best value, and periodically revisit and renegotiate contracts for the duration of the business relationship.
- Reviewed suppliers for quality, cost, and responsiveness, making changes where necessary to create a more streamlined process for the company.

- Evaluated inventory tracking technology to determine which software best maximized the company's efficiency.
- Establish procurement strategies for acquisition of materials receiving and tracking of project materials that optimize quality, cost, and timely delivery criteria.
- Identified opportunities to reduce use of inventory and thereby reduce costs for the company. Identified and developed guidelines for standard operating procedures to streamline use of inventory to be more cost-effective.
- Developed processes and guidelines for recycling, reuse, and final disposal of inventory for safety and cost purposes.
- Developed and maintained inventory cost forecasts and estimates to ensure continuous operation.
- Further, skilled in following aspects of Procurement and Contract.
 - Planning of Procurement for Goods & Services
 - Conducting Procurement covering preparation of **EOI / NIT, Enquiry Document, Examination & Evaluation of Offers/Bids, Drafting of Purchase Order, Controlling & Expediting, Closing Procurement process, etc.**
 - Developing Pre-qualification Criteria for participation.
 - Developing Contract Packaging
 - Tendering Process
 - Commercial Terms & Conditions of Contract.
 - General Conditions and Special Conditions of Contract.
 - Risk Coverage
 - Change in Contract Element
 - Dispute Resolution/Arbitration
 - Closing of Contract
 - **Prepare Project Procurement Plan (PPP), General Condition of Purchase (GCP), MR, PO (Purchase Order), PV (Payment Voucher), GRN and Expediting Report.**
- Prepared contract documents for Outsourcing of working of **DBEE** (District Bureau of Employment Enterprise), Proposal for Empanelment of Consulting Organization PFC Consulting Limited (PFCC), Proposal for Empanelment of Consultancy Firms for Quality Council of India, **Manpower Support for Planning and Monitoring Services for Mumbai – Ahmedabad High Speed Rail Projects.**
- Working within the tender team to effectively manage the tender process from pre-tender engagement through to submission and post-implementation review.

OTHER TRAININGS & WORKSHOPS

- 6 Months training on Industrial Automation (PLC & SCADA) from CETPA INFOTECH, Dehradun.
- 3 Weeks Training on JAVA, PHP, HTML from HCL, Lucknow.
- Basic Training on technical components of Zet Fighter Plane from Hindustan Aeronautics Ltd, Lucknow.

Employment History

- **Bhushan Power & Steel Limited, Angul** – 1 Years as a 'Graduate Trainee'

COMPUTER/SOFTWARE TOOLS

Software	Proficiency
Ms Office Excel	Very Good
Ms Office Word	Very Good
Ms Office Power Point	Very Good
Primavera 6	Good

ACHIEVEMENTS & AWARD

- Participated in under 17 district level Basketball Tournament held at Dehradun.
- Attended workshop on industrial automation by Unicon PLC Automation, Lucknow
- Attended national level workshop on intellectual property system by Intellectual Property Owners Association (IPOA), New Delhi.

PERSONAL INFORMATION

- **Father : Mr. Gupteshwar Sharma**
- **Mother: Mrs. Poonam Sharma**
- **Place : Lucknow (Uttar Pradesh)**
Of birth

DECLARATION

I hereby declare that the information given here with is true to my knowledge.

References: -

- Mr. Manish Khilauria, PgMP®
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