

SHUBHANGI V. DHAVAL

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Mob.no.9730038925

Consummate professional seeking management positions in Tendering & Estimation, AutoCAD Design, with a leading Organization

PROFESSIONAL SUMMARY

A seasoned professional with 3.9 years of commendable success in:

- | | | |
|-------------------------------|--|------------------------------|
| ~ <i>Proposal Designing</i> | ~ <i>Costing & Estimation</i> | ~ <i>Project Execution</i> |
| ~ <i>Tendering Operations</i> | ~ <i>Budgetary Control</i> | ~ <i>Client Coordination</i> |
| ~ <i>Vendor Management</i> | ~ <i>SLD& Engineering Drawings Preparation (AutoCAD)</i> | |

- Hands-on-experience in preparing estimates, quantity take off and bill of quantities for various clients & consultants
- Expertise in executing and spearheading various estimation, engineering & technical activities, AutoCAD.
- Proficiency in establishing performance-driven culture that ensures accountability & personal ownership
- Demonstrated excellence in overseeing the preparation of monthly progress reports entailing details of engineering, procurement, construction and commissioning activities

ORGANIZATIONAL EXPERIENCE

Current Employer: M/s Om Power Transmission
Since Feb 2017

Key Result Area: -

- Carrying out discussing pertaining to pre-bid queries before bidding with client / consultant
- Forwarding competitive proposals to client based on their RFP/RFQ & technical requirement
- Accountable for finalization of orders with client by attending meeting with them or telephonic discussion
- Commencing with activities like getting the quotes for supply items & installation activities from vendors and finalizing them for particular project after order confirmation
- Acquiring datasheets of supply items from vendors and approvals from client with actual quantity before procurement procedure
- Responsible for procurement as per BOM & arranging supply of items FOR at site (Freight on Road) within timeline committed to client
- Interfacing with client & vendors through e-mails or telephonic conversation while carrying out various Jobs
- Preparation of SLD's for panels, GAD of transformer as per inputs provided.

Major Project Handling: -

Capricorn Group (Pune)

1. Handling back-office execution like procurement activities.
2. Acquiring approval for supply items from client & arranging the same at site

Ravinanda Group (Pune)

1. Handling back-office execution like procurement activities

2. Acquiring approval for supply items from client & arranging the same at site

Devangi Properties Pvt Ltd (Sunrise Mall, Deccan Pune)

1. Handling back-office execution like procurement activities
2. Acquiring approval for supply items from client & arranging the same at site

**Previous Employer: 1. M/s Smash Electricals Pvt Ltd (S.B.Electricals)
Since Aug 2015 to Jan 2017**

Key Result Area: -

- Analysed the enquiry received, noted down the queries if any and clarified the same with client
- Accountable for preparation of techno-commercial proposals & bill of quantity for LT panels
- Carried out estimation, costing & tendering of various HT/LT electrical projects
- Participated in meetings with client and acquired several orders independently
- Monitored the after-sales and business development operations

Major Project Handling: -

Risk Technology- Bhate & Raje Const. Comp. (Hinjewadi Phase III)

1. Handling back-office execution like procurement activities
2. Acquiring approval for supply items from client & arranging the same at site

LT Panels Orders:-

1. Sansera,Pune
2. Amanora,Pune

**Previous Employer: 2. M/s Advayas Technology & Projects Pvt.Ltd
Since Jan 2014 to April 2015**

Key Result Area: -

- Carrying out discussing pertaining to pre-bid queries before bidding with client / consultant
- Forwarding competitive proposals to client based on their RFP/RFQ & technical requirement
- Accountable for finalization of orders with client by attending meeting with them or telephonic discussion
- Commencing with activities like getting the quotes for supply items & installation activities from vendors and finalizing them for particular project after order confirmation
- Acquiring datasheets of supply items from vendors and approvals from client with actual quantity before procurement procedure
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Major Project Handling: -

IBM (Manesar, Delhi)

1. Handling back-office execution like procurement activities
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IBM (Idea CellularLtd, Jaipur)

1. Handling back-office execution like procurement activities
2. Acquiring approval for supply items from client & arranging the same at site

EMERSON (Vodafone- Solapur & Jalna)

1. Handling back-office execution like procurement activities
2. Acquiring approval for supply items from client & arranging the same at site

ACADEMIC

- B.E. in Electrical Engineering from ADCET, Ashta (Sangli). With 59.69% marks in 2012.
- Diploma in Electrical Engineering from Walchand College of Engg, Sangli with 83.03% in the year 2009.
- SSC from D.K.Highschool, Arjunwad (Kolhapur) with 83.46% in the year 2006.

SKILLS

Software Details:

 **AutoCAD – 2D , ZWCAD**

 **Microsoft Word, Microsoft Excel, Power point ,MS Office**

Extra Activities:

- Participated in poster presentation event organized by college.
- State level Seminar attained on “Share market & Business Development”

PERSONEL DETAILS

Address:

Local Address : 32, Vitthal krupa Apt.Pune Solapur Road, Near Tole Plaza, Tal-Haveli, Pune- 412201.

Permanent Address : Block Area, At/Post-Arjunwad, Tal Shirol, Dist-Kolhapur.

Date Of Birth : 17/06/1990

Marital Status : Unmarried.

Languages Known : Marathi, Hindi, and English

Place: Pune

Date: 13.03.2018

Ms. Dhavale Shubhangi Vijay