

DEEPAK GIRI

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➤ **OBJECTIVE:**

A Mechanical Engineer with an experience of nearly 5.7 years of Project Expertise, Mechanical Maintenance, Plant Operations, Techno-Commercial Planning, facility and Management, Process Development, Contract Negotiation, and Statistical & Operational Analysis with skills in ERP and Auto CAD looking for challenging position in Project & Tendering, to attain organizational aim's objective, with the help of technical and administrative skills and sound knowledge. Also wish to attain personal growth by learning, creativity, putting new ideas and working in any situation efficiently and effectively.

➤ **KEY SKILLS:**

Tender Costing, Team Leadership, Project Execution, Project Management, Reading RDSO Drawing, Tender Bidding, Procedure of Labor License, Railways, Maintenance, Installation and Commissioning, Erection, Man-Power Management, Tender Evaluation, Tender Preparation, Strong Communication, Problem-Solving, Leadership, Adaptability, Attention to Detail, Safety Awareness, Team Work, Project Planning, Knowledge of Railways Regulations, Proficiency in Relevant Project Management Methodologies, Time Management, Cost Cutting, Client Satisfaction, Customer Service, Budget Management, Risk Management, Stakeholder Communications, Purchase, RFP, RFQ, Procurement, Negotiation, Planning, Vendor Development, Experience in Project management, co-ordination with client & engineering team, Vendor Management & monitoring during execution phase including of Billing etc.

➤ **EMPLOYMENT DETAILS:**

 **From July'2021 to Till Date with Banka Biolo Limited., Hyderabad. as SR. Project Manager.**

Job Responsibilities:

- Our Major Clients are Indian Railways, DRDO, GOA Government, Navy, BHEL, AAI etc.
- Collaborated with teams of 10 Plus Contractors to Complete Projects within deadlines and 5% under budget on average.
- Prepared more than 50nos project estimates that facilitated winning 21 crore new Projects.
- Managed weekly & monthly CPM schedule updates that helped cut 5% of Budgeted time on average from 5 projects assignments.
- Perform Cost Calculations and Project Budgeting.
- Coordination with Execution Team and maintaining relationship with all external's parties for bidding job.
- Liaising and day to day correspondence along with legal contractual correspondences with customers.
- Management of Project Deliverables and Preparing Schedules and Monitoring.
- Expediting & coordination between different departments (Engineering, Procurement, Manufacturing & Construction etc.)
- Make good liaising skills with groups and entities so that they can work together efficiently.
- Having good knowledge of vendor development and supply & chain management.
- Take full accountability of All Site Billing, Safety and Coordination.
- Developed a new process to reduce team count needed by 35%.
- Ability to manage multiple Projects simultaneously.
- Worked to develop and implement Cost-Effective Project execution strategies.
- Coordination with client, consultant, internal client and stakeholders.
- Planned the Procurement- as per Material Purchase Requirement.
- Having good knowledge of survey skills for new project and new tenders.
- Liaising and attend meetings with client throughout the entire bid cycle.
- Examine Tender documentations including operational provisions, technical specifications and commercial requirements.
- Do Tender Costing Like Manpower and Materials.
- Making BOQ, RFQ for new tenders.
- Liaising with clients and a variety of professionals including Railway officers and Sub-contractors.
- Proven track record of leadership at the execution level, preferably in the railways, navy and airports sectors.
- Build strong relationships with clients, regulators and other key stakeholders.
- Exceptional strategic planning, Problem solving and decision-making abilities.
- Excellent communication and interpersonal skills.
- Strong understanding of GCC regulations, compliance's process and market trends.

- Generation of Various types of reports (MIS, DPR, Scheduling, Monitoring & progress reporting., Project Progress reports and variant analysis.)
- Situational Analysis and Decision-Making.
- Strategic Vendor Alliances.
- Project Portfolio Management.
- Having Reading knowledge of RDSO Drawing and CAD Drawing.
- Assist the Chief Manager and Executive Director in conducting Project.
- Drive Process improvement, standardization and automation projects.
- Commercial negotiation and regulatory compliances.
- Preparing Pre-qualification documents, EOI, BIDS, attending Pre-Bid meetings etc.
- Managing relationships with customers on the tender clarification stages.
- Manage the tender strategy to meet customer requirements.
- Responsible for establishing promote and maintaining safe & hazard free working environment formulas & develops safety policies, Procedures with the help of the HSE Department.
- Take daily Progress report from Project Manager and Assistant Project manager.
- Manage all site expenses of Site In-charge and Project managers.
- Attend Monthly and required meeting with Railway officers and Railway Board Members.
- Reading main drawing of any project and get start it asap.
- Proactively manage and mitigate financial risks associated with projects.

Projects

- Conversion of camping coaches for track machine staff, Bhusawal Division (From July 2021 to Till Date)
- Brake Block Replacement with other Core Activities, Raipur Division (From August 2022 to February 2024)
- Supply and Erection of Anti-Monkey Device for OHE Portals and Mast, Bhusawal Division (From September 2022 to December 2023)
- Brake Block Replacement with other Core Activities, Bhusawal Division (From August 2023 to November 2024)
- MCC of Passenger Trains, Pit-Line, Yard and Station, Trivandrum Division (From January 2022 to March 2024)
- MCC of Passenger Trains, Pit-Line, Yard and Station, Pune Division (From June 2023 to December 2024)
- Conversion of Camping Coaches for track machine staff, Gorakhpur Division (From December 2021 to June 2023).
- Conversion of OMS Coaches for Railways officers, Secunderabad Division (From September 2023 to July 2023)
- Reducing and Block Door of Goods Wagon, Bhusawal Division (From September 2023 to January 2025)
- Construction of Track Machine Depot, Solapur Division (From August 2021 to November 2024)
- Panel Patching of Goods Wagon in ROH and NSS Depot, Pune Division (From July 2023 to September 2024)
- Panel Patching of Goods Wagon in ROH and NSS Depot, Bhusawal Division. (From July 2023 to Till Date)
- Conversion of OLD Coaches of Railways into Accident Relief Train, Secunderabad Division (From February 2024 to January 2025)
- Conversion of OLD Coaches of Railways into Rail Bus and Rail Coach Hospital, Bhusawal Division (From January 2024 to December 2024)
- Conversion of Old Engines into Tower Wagon, Bhusawal Division (From July 2024 to December 2024)
- Conversion of Old Engines into Tower Wagon, Lucknow Division (From September 2023 to March 2024)
- Conversion of Salon Coaches for DRM and GM, Secunderabad Division (From March 2022 to December 2023)
- Stripping and Cutting of Passenger Coaches, Lucknow Division (From November 2023 to October 2024)
- Amenity works of Passenger Trains, Mumbai Division (From December 2021 to October 2024)
- Amenity works of Passenger Train, Mumbai Division (From November 2024 to Till Date)
- Amenity works of Passenger Trains, Mumbai Division (From October 2023 to Till Date)
- Bogies Dismantling of POH Engines, Bhusawal Division (From November 2021 to December 2023)
- Replacement of DPT of Coaches, Mumbai Division (From January 2023 to December 2023)
- AMOC of BIO-TOILETS, Bhusawal, Solapur, Lucknow, Delhi Division (From July 2021 to December 2024)
- Supply and Commissioning of RCC BIO-TOILETS, Goa Government (From August 2021 to August 2023)
- Supply and Commissioning of RCC BIO-TIOLETS in Chennai, DRDO (From January 2022 to October 2022)
- Supply and Erection of Anti-Monkey Device for OHE Portals and Mast, Agra Division (From September 2021 to June 2024)

From March' 2019 to June'2021 with Hughes and Hughes Chem Limited, New Delhi – Assistant Project Manager Key Customer's: Tata group, BHEL group, Indian Railways, DMRC, LMRC, NDMC, NTPC, Navy, AAI, HAL.

Job Responsibilities:

- Dynamic and Results-Oriented professionals with experience in strategic Planning and Market analysis.
- Driving Project governance, optimizing resource allocation.
- Ensuring the successful delivery of large-scale projects, procurement tendering management.
- Adept at aligning projects with organizational goals.
- Ensure that financial reporting provides an accurate and fair view of the project's financial status.
- Partner with the Project Manager to explain the financial implications of project actuals and forecasts.
- Monitor and control the project balance sheet, ensuring the accuracy of its various components and early liquidation.
- Ensuring compliances, efficient and seamless execution of financial project management support processes.
- Ensure strict adherence to appropriate revenue recognition & other global policies across projects.
- Clear structured mindset to organize people in a project team.
- Implement the permit to work system.
- Preparing and arranging required documents for tender.
- Provide support in reading technical schedules, drawings and survey reports to extract data for BOQ calculations.
- Analyze the bid documents for key complexity areas and their impact on the project value.
- Maintain a record of all the bids that GRIL participates in along with maintaining the GRIL bid values along with the competitor bid values.
- Submitted the learning synopsis for all awarded projects to the senior management.
- Worked to develop and implement cost-effective project strategies.
- Implemented effective negotiation strategies to close deals with the best possible purchase prices.
- Ability to manage multiple projects simultaneously.
- Generation Various types of reports (catch up plan, identify critical path, Quality & budget established by management).
- Up-dating & detailing project schedules.
- Attending progress review meetings with PMC and Clients.
- Entrepreneurial mindset with passion for driving innovation and growth.

From July' 2017 to February' 2019 with ACME Group of Companies, Gurugram as – Assistant Production Manager

Job Responsibilities:

- Ensure Quality in Production initiate corrective action to solve quality and Target Production.
- Handling Production/shift to ensure the production/quality/packaging timely delivery.
- Implementation of suitable method to reduce rejection and daily requirement to store by releasing job order in ERP.
- Daily review of 5's on the shop floor also responsible for available raw material for each machine.
- Kaizen on existing line for improving productivity and Implementation of suitable method to reduce rejection.
- Have good knowledge of Industrial instrument's used for material inspection.
- Good knowledge of Quality Control and Quality Assurance.
- Proactively build, develop and maintain relationship with key stakeholders across the business.
- Identification and implementation of best practice in all areas of Production, Quality, R&D and NPD management and activity.
- To understand associated projects- stocks, planning, quality and Production.
- Responsible for R&D, NPD and new product sampling and research.
- To maintain POKA YOKE and 4m in Plants.
- Per manpower output monitoring and improvement.
- To maintain overall Equipment Effectiveness.
- Ensure all the safety measure are taken in assembly line and testing.
- Ensure timely filling of raw material on production line.
- Responsible for making daily production plan according to customer requirement & meeting daily production targets.
- Daily machine maintenance if required.
- Maintain daily Check Sheets, DPR and Rejection Report.
- Responsible for inspection of new developed component sample.
- Manpower handling and utilize their strength.

Areas of Expertise

- Take full responsibility to collect payment from our client on time
- Tender Costing, Tender Bidding and Tender Searching
- Critical Thinking, Project Planning, Quality management, Active listening and Conflict resolution
- Risk Management and Organization
- Contract Negotiation
- Market research and Adaptability
- Negotiating Prices and Budgeting
- Have knowledge of All CNC, VMC, Induction Hardening, Tempering, Power Press and Hydraulics Machine
- Have knowledge of all types of welding, Heat treatment, Annealing, Broaching and Both Forging Process
- Good Liaising Skills and Legal Documents related to business and tenders
- CAPA, FIFO and LIFO concepts
- Die (CNC, VMC, Power-Press) Design, Making, Shaper and Tooling Cutter
- Mechanical and Electrical Machine Maintenance
- Project Execution, Management, Costing, Project Handling
- Bid management, Tender Estimation, Tender Documentation, Tender Analysis, RFQ and RFP Proposals
- Communication, Leadership, Time Management, Problem solving, Patience, Delegation and Team Building
- Procurement Management and New Vendor Development

Educations

- Bachelor of Engineering (Mechanical Engineering) from Maharishi Dayanand University, Rohtak in 2017
- Intermediate from CBSE, Haryana in 2013
- Matriculation from HBSE, Haryana in 2011

Technical Skills

- ERP
- Compliance Management
- Auto CAD
- Electrical and Electronics Industrial Gauges
- Basic-SolidWorks
- Outlook and Microsoft
- IREPS and GEM Portal
- RDSO and 2D & 3D Drawing
- Tendering
- MS Office (Word, Excel, PowerPoint.)

(Deepak Giri)