

Vinayak Tukaram Attimarad  
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### **SYNOPSIS:**

- Presently working for **Thermax Pvt Ltd** as a **Project Coordinator** since MARCH 2016.
  - Previously working as Project Executive in Tool & Edge Engineering.
  - Handled Project Management activities including project Planning, Scheduling, Quantity Control and Cost Control.
  - Exemplary relationship management, communication skills with the ability to network With project members and clients.
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### **PROFESSIONAL BACKGROUND:**

#### **MARCH – 2016**

Thermax's energy efficient and eco-friendly technologies offer reliable business-to business partnerships to respond to this critical challenge. They provide the competitive edge to your enterprise to make its mark with superior offerings and community good will. Thermax Group is providing a range of engineering solutions to the energy and Environment sectors, headquartered in Pune, Tuning to the needs of the day, all solutions Are innovative, energy-efficient, environment-friendly and easy to operate.

**Project coordinator:** Overseeing and coordinating the day to day running of projects by assign project managers and senior managers. Also involved in the development updating and monitoring of business and action plans.

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#### **Duties.**

- Ensure that each crew has the tools it needs to meet project milestone.
- Preparation for Kick of Meeting - Communication Plan, Production Schedule, Co-ordination Procedure.
- Participate in Order transfer meeting to recognize the budzet and the correspondingly recognize the work break down structure for the project to allocate the budget to the same.
- Assisting and supporting the project manager in their daily duties.
- Prepare project organization and communication charts.
- Use project scheduling and control tools to monitor project plans, work hours, budgets and expenditures.
- To maintain and update BOM in ERP system.
- Conducted monthly review meeting for client on overall progress of the project and cross functional meeting for resolving interdisciplinary issues.

- Costing reports to management to understand the budget overshoot.
- Check project compliance with council methodology and highlighted any issues to the project manager.
- Prepared a monthly and weekly progress report which gives the quantive progress of milestone achievement and critical issues for clients review and simultaneously.
- Assist the PM in the review of contractor quotations to ensure that only fair and reasonable pricing is recommended for approval.
- Assist in project design and development activities.
- Track project progress and ensure all project activities are completed on time.
- Writing up documentation for safety procedures for site members.
- Communicating with project manager to report on project status.
- Resolving any financial queries that are raised.
- Attend the client meeting and assist with determination of project requirements.
- Reviewing the efficiency and effectiveness of service delivery.
- Coordinating with QA, QC and Engineering departments for Pre and Post Production activities.
- Participate in Kaizen Event implementation.

### **In Tool & Edge Engineering**

- Preparing production plan on daily, weekly & monthly basis.
- Responsible for planning of export components to achieve commitment of export consignments.
- Preparation of daily production reports & Management reports.
- Preparing Raw material plan on monthly basis.
- Maintain daily kanban stock of all the parts.
- Monitoring and control of the daily production activity.
- Follow up the suppliers to getting materials on time to factory.

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### **SKILL SET**

- Project Management
- Project Planning
- Procurement and Construction
- Management Documentation Skills

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### **TECHNICAL SKILLS**

- Office Tools: Microsoft Project, Microsoft Excel, Microsoft Word, Microsoft PowerPoint
- Primavera-6
- SAP-MM

- NX Cad (unigraphics)
  - Auto Cad.
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### **ACADEMIC:**

**B E INDUSTRIAL AND PRODUCTION ENGINEERING (VTU UNIVERCITY)  
2014 FIRST CLASS.**

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### **PERSONAL DETAILS:**

Date of Birth	:	30 JULY 1990
Gender	:	Male
Marital Status	:	Single.
Nationality	:	Indian
Religion	:	Hindu

### **PERSONAL SKILLS:**

Confident yet committed to professional development, can adapt to changing circumstance can Work as a member of team or can lead team of people and take responsibilities.

Date :

Place :

**Vinayak Tukaram Attimarad**