

RESUME

Paresh Laxman Rao

Email: pareshrao1969@gmail.com

Contact No. **9224774756**

Objective

Quest to work in highly competitive environment that enable me to cope up with the latest trends in the field.

profile

I have around 10 years of qualitative experience in **Property and Plant & Machinery** and also preparation of LIE, TVE reports of various civil and plant & Machinery projects. And also 15Years of qualitative experience in Vendor Development & procurement of fabricated Industrial Blowers with its bought outs and also project related items like pumps, valves, filters, instruments, pipes and fittings, paints, steel plates, casting, forging, Zig fixtures, structures, machinery, earth moving, loading equipments & generators, etc and also have experience in production, machine maintenance & preparation of drawings, site supervision, material costing & inspections.

Professional Experience:

Presently working in M/s. Thite Valuers and Engineers Pvt. Ltd. as “Sr. Engineer ” in Mumbai Office, which pursuing valuation, LIE and TVE reports to bankers and financial experts .

Duration: April 2009 to till date

Responsibility:

- Personally visit to site and collection of data and documents required.
- Preparation of reports and communicate with bankers and Financial experts
- From last three years checking of reports and finalization of valuation of Property valuations
- Query from bankers and financial experts understand and solve the problem

Valuation of plant and Machinery projects are Coal Power plants, Hydro power plants, Gas power plants, wind mills, Solar Plants, Pharmaceutical Plants, Textile Plants, Steel Plants and Engineering plants

M/s. Batliboi Environmental Engineering Ltd. as “Project Executive” in IFD division, which design manufacture industrial “BATLIBOI” branded blowers.

Duration: September 2006 - March 2009

Responsibility:

- New vendor development as per requirement and company profile like quality basis, financial capacity and Man power based on ISO format.
- Procurement of raw materials & materials as per the required standards. Floating enquiries to approved suppliers, preparation of techno-commercial comparative and purchase orders for Industrial Blowers, Electrical Motors, Electrical & Pneumatic Actuators, Dampers, Bearing, Bearing Housing, Vibration Monitor, Flexible Connection, Coupling, and Heavy Shaft items etc.
- Submit technical comparison & order recommendation for client's review.
- Co-ordinate with vendor for development of order.
- Co-ordinate with QA/QC department for inspection at vendor's works.
- Evaluation of Vendors based on quality, quantity & delivery time.
- New vendor registration based on company profile.
- Payment advice to accounts for vendor's payment.
- Cost estimation.
- Arranging pre-shipment inspection at vendor's works, preparation of documents required for the export of the materials. Appointing clearing & forwarding agent. Co-ordinate with clearing & forwarding agent for export documentation.
- Co-ordinate with export department for the documentation of project items to be exported.
- Monitoring of Commercial Invoice, Bank Guarantee, Debit Note, Credit Note ,DCPI.
- Involve with other department for preparation of Monthly billing and Over All Business for Quarterly , Half Yearly and Yearly.

Kiron Hydraulic Needs Pvt.Ltd. as "Vendor development & Purchase Executive" Export Company related with food industries base in Europe

Duration: Jan 2006 -. September 2006

Responsibility:

- Submit technical comparison & order recommendation for client's review.
- Co ordination with the supply of materials required for the execution of the Shipments.
- Procurement of raw materials & materials as per the required standards.Floting enquiries to approved suppliers, preparation of techno-commercial comparative and purchase orders for Develop items like Bearing Housing, Bearing Cover, Food grade rubber & plastic parts Zig fixture instruments, electrical items heavy equipments, office equipments etc.
- Co-ordinate with QA/QC department for inspection at vendor's works.
- Co-ordinate with vendor for replacement of rejected items.
- Evaluation of Vendors based on quality, quantity & delivery time.
- New vendor development as per requirement and company profile like quality basis, Financial capacity and Man power based on ISO format.
- Payment advice to accounts for vendor's payment.
- Cost estimation.

- Arranging pre-shipment inspection at vendor's works, preparation of documents required for the export of the materials. Appointing clearing & forwarding agent. Co-ordinate with clearing & forwarding agent for export documentation.
- Co-ordinate with export department for the documentation of project items to be exported.

Prashanth Projects Limited as "Purchase Officer"

ISO 9001 Certified company & deals in construction of storage and handling facilities for Oil, Gases, Petrochemicals & Petroleum Products, manufacturer of pressure vessels as per the relevant standard.

Duration: Dec 2002.- Dec 2005

Responsibility:

- Submit technical comparison & order recommendation for client's review.
- Co ordination and monitoring the project site for the supply of materials required for the execution of the project.
- Procurement of project related materials as per the required standards. Floting enquiries to approved suppliers, preparation of techno-commercial comparative and purchase orders for project related items like valves, pumps, filters, Zig fixture instruments, electrical items heavy equipments, office equipments etc.
- Co-ordinate with QA/QC department for inspection at vendor's works.
- Co-ordinate with vendor for replacement of rejected items.
- Evaluation of suppliers based on quality, quantity & delivery time.
- New vendor registration based on company profile.
- Payment advice to accounts for vendor's payment.
- Knowledge of taxes & Levies.
- Cost estimation.
- Arranging pre-shipment inspection at vendor's works, preparation of documents required for the export of the materials. Appointing clearing & forwarding agent. Co-ordinate with clearing & forwarding agent for export documentation. Negotiation of export documents for affecting payment.
- Co-ordinate with export department for the documentation of project items to be exported.
- Conversant with ISO 9001-2001 Quality Management System procedures.
- Worked as Internal Quality Auditor during internal audit of the company.

Worked as "Senior **Engineer**" in M/s Vajra Structural Pvt.Ltd.

Duration: April 1997- Dec 2002

Responsibility:

- Vendor Development.
- Development of Fixtures.
- Preparation of Various Drawing.
- Machine Maintenance.
- Job Inspection.

- Preparation of Daily production planning.
- Preparation of Inspection report.
- Procurement of Various Materials.
- Site & Vendor supervision.
- Techno-commercial Comparative of quotations received from vendor.
- Material costing.
- Raw material testing.
- Making set up for new type of Jobs.

Worked as “ **Junior Engineer**” in M/s Tech-Indus Engineers

Duration: Dec 1993- March 1997

Responsibility:

- Preparation of Various Drawings.
- Planning of daily production.
- Preparation of Inspection & Production Report.
- Machine Maintenance.
- Job Inspection.

Personal Information:

Address : 401,4th floor, A wing, Om Jalaram CHSL, Opp. Anubhav Hotel,
Jail Road , Adharwadi, Kalyan (w)
Maharashtra, (India)- 421 301

Qualification : Diploma in Mechanical Engineering.

Date of Birth : 25.12.1969

Gender : Male

Marital Status : Married

Nationality : Indian

Languages : English, Hindi, Marathi.

Educational Details:

Diploma in Mechanical Engineering. From S.S.V.P's Engineering College, Dhule.
Passed in 1993 secured II class

Computer Accessibility:

Windows, Auto Cad, Completed Diploma in Programming of I-DEAS CAD CAM from
Govt. Polytechnic, Bandra.

**The above information furnished by me is true & correct to the best of my
knowledge & belief**

Yours Sincerely

(Paresh Laxman Rao)