

## **PRADEEP NAIK**

**Email: [pradeepnaik20@gmail.com](mailto:pradeepnaik20@gmail.com)/[pradeepnaik20@rediffmail.com](mailto:pradeepnaik20@rediffmail.com)**

ASHIRWAD BUILDING, HIG-80, NAVANAGAR – HUBLI  
KARNATAKA, INDIA

Mob: +919886324773  
Res: +918362228053

RE: Expediting Engineer / Project Engineer

Dear Hiring Manager,

Please accept this letter as an expression of my interest in the Expediting Engineer position. I am a highly motivated and progress-focused Project Expeditor with a long-standing background in this industry. With a track record of initiative and dependability, I have devised strategic initiatives which I believe will prove valuable to your organization.

I am a Mechanical Engineer and carry with me 9+ years of experience in the domains of expediting, procurement, logistics and project management. I have worked with various organizations such as EPC, manufacturing and trading companies during my professional tenure. I am well versed with the roles and responsibilities and can work independently from day one without any training, unless mandated by the organization. Major portion of my work experience is pertaining to oil and gas industry, understand projects in detail and aware of complete project activities starting from engineering, procurement, construction, precommissioning, commissioning and final handover.

Throughout the course of my career, I have perfected my project management and process improvement abilities. I am a capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency. In my previous role, I contributed customer service, critical thinking, and reporting toward team efforts and business improvements. I am progressive minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong time-management talents. I enjoy collective brainstorming sessions which all me to coordinate activities to achieve a common goal.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy. Thank you for time and consideration.

I look forward to your reply.

Sincerely,  
Pradeep Naik

# **CURRICULUM VITAE**

**NAME: PRADEEP VINAYAK NAIK**

**HOME ADDRESS: AASHIRWAD BUILDING, HIG-80,  
NAVANAGAR – HUB LI, KARNATAKA, INDIA**

**MOBILE NUMBER: +919886324773**

**EMAIL: PRADEEPNAIK20@GMAIL.COM**



## **PERSONAL PROFILE**

A motivated, adaptable & responsible Mechanical Engineering graduate seeking position as Project Engineer / Expediting Engineer which will aid me in utilizing professional & technical skills developed through my past work experiences in this field. I have a methodical, customer-focused approach towards work & a strong drive to see things through to completion.

## **KNOWLEDGEABLE AREAS**

Material Expedition, Project Management, Procurement & Logistics.

## **SKILLS**

- ❖ An aptitude for learning technical applications.
- ❖ Excellent interpersonal and communication skills.
- ❖ Proficient in Computer applications – **ERP, Primavera p6v7, Microsoft applications.**
- ❖ Ability to build relationships with clients & supplier's quickly.
- ❖ A flexible and formidable team player.
- ❖ Leading teams and solving problems within stipulated timeline.

## **EDUCATION**

- ❖ B.E in Mechanical Engineering from SDMCET, Dharwad – First Class with Distinction in 2009.

## **WORK EXPERIENCE: 9+ Years in EPC, MANUFACTURING & TRADING COMPANIES**

### **UNITED ARAB EMRATES (5+ Years)**

1. Feb 2018 – Jan 2020 (23 Months): Project Expediting Engineer at M/s. United Piping Solutions DMCC (Trading Company)
2. Sept 2016 – Jan 2018 (16 Months): Project Expediting Engineer at M/s. Obaid Masood Building Materials Trading LLC (Trading Company)
3. March 2014 – July 2016 (28 Months): Project Engineer at M/s. Robtstone Engineering LLC (EPC Company)

# **CURRICULUM VITAE**

## **INDIA (3+ Years)**

4. July 2012 – February 2014 (19 Months): Project Expediting Engineer at M/s. Weir Bdk Valves (Manufacturing Company)
5. July 2009 – September 2011 (26 Months): Project Engineer / Graduate Engineer Trainee at M/s. Larsen & Toubro Ltd (EPC Company)

## **RESPONSIBILITIES HANDLED AS PROJECT EXPEDITING ENGINEER**

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- Plan and organize expediting activities upon award of order.
- Emphasize staff to organize kick off meeting with vendor immediately after award of order & to reconfirm the following:-
  - a. All relevant specification documents are in place with both vendor and manufacturer to commence production.
  - b. Deadline as per agreed date for submission of drawing, vendor data, quality plan by vendor and manufacturer.
  - c. Establish line of contact with manufacturer or vendor principal for easy communication.
- Obtain and ensure that all post order technical documents are submitted in time as per VDRL.
- Obtain all post order commercial documents, such as Order Acknowledgements, Advance Bank Guarantee, Performance Bank Guarantee & LC details.
- Analyze and identify area of concern and take necessary precaution measure to avoid delay in delivery of material.
- Update and review regularly latest production progress and delivery status of material in the expediting report and weekly submission of expediting report/status analysis to all relevant parties.
- Conduct visits to vendor premises in order to monitor production status & to take corrective action, if required. Review and analyze 3rd party expediting report and recommend more frequency of expediting visits to manufacturer site if status becomes more critical.
- To emphasize staff to prepare and submit performance appraisal on vendor delivery performance and third party expediting agency performance.
- Compile and conduct analysis on expediting cost and performance data on vendor schedule commitment and quality of material delivered.
- Coordinate with Source Inspection team to schedule inspection activities and obtain inspection releases upon completion of final inspection as required.
- Preparing/obtaining packing list from vendors and provide shipping releases.
- Provide required documentation to logistics team for shipment coordination.
- To assist in the resolution of Material Deficiency (MDR).
- Prepare shipping and export documentations required for international shipments.
- Perform organizing, shipping and delivering goods worldwide in smooth, timely and cost-effective manner, aware of latest INCOTERMS and their applicability.
- Assist quality team in preparation of MRB's (Material Record Books).

# **CURRICULUM VITAE**

## **RESPONSIBILITIES HANDLED AS PROJECT ENGINEER**

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- EPC- Project Management - Project execution strategy, complete coordination & project summary.
- Monitor compliance to applicable codes, practices, QA/QC policies, HSE policies, performance standards and specifications.
- Review Engineering Deliverables - Provide input & catalyze issuing of project drawings in IFC status.
- MIS - Preparation & analyzing of various reports generated throughout project life cycle.
- Quantity surveying, estimation, client invoicing & subcontractor billing.
- Material Procurement - Raise enquiries, quotation study, PO placement, follow up & delivery.
- Manpower allocation, material and machine availability planning to avoid any hindrance during construction phase.
- Proper tracking and control of project document transmittals.
- Scheduling, coordinating, and monitoring assigned engineering projects.
- Formulating project parameters and assigning responsibilities to team members and monitoring project team.
- Performing quality control tasks on budgets, schedules, plans, and personnel performance and reporting on the project's status.
- Avoiding application of LD's due to delay by completing project on time.
- Responsible for organizing and heading client weekly meetings.
- Coordinating and finalizing work-permits, task risk assessment sheet and request papers for allocated tasks.
- Interacting with clients, interpreting their needs and requirements, and representing them in the field.
- Precommissioning, commissioning & final handover.
- Heading project reconciliation & demobilization activities.

## **PERSONAL DOSSIER**

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- ❖ Date of Birth : 10/12/1987
- ❖ Family : 3 Members
- ❖ Married : Unmarried
- ❖ Nationality : Indian
- ❖ Passport No. : Z5031692 ( Date of expiry – 09/07/2028)
- ❖ Notice Period : Immediate Joining
- ❖ Skype ID : pradeep.naik88

## **DRIVING LICENSE – LIGHT MOTOR VEHICLE**

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- ❖ UAE : Available, valid until 23/06/2021
- ❖ INDIA : Available, valid until 14/02/2027