

Aneri Shah

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Project Management/ Managerial assignments in Production Planning Industry Exposure: Oil & Gas / Power Generation

- Results-driven professional with **over 6 years** of experience and a proven track record of enhancing efficiency, quality and safety in production and project management
- Skilled in formulating and executing effective strategies, leading to significant improvements in production efficiency and output
- Demonstrated leadership in boosting team productivity, reducing project delays and ensuring on-time project delivery
- Expertise in managing document control systems, improving stakeholder communication and coordination, and training personnel to ensure compliance and operational efficiency
- Proficient in collaborating with cross-functional teams, establishing KPIs for supplier performance evaluation, and providing training to personnel
- Proven ability to lead cross-functional teams, optimize resources, and achieve project goals within budget and time constraints

AREAS OF EXPERTISE

- | | | | |
|-----------------------|--------------------------------|-----------------------|--------------------------|
| - Project Planning | - Risk Assessment & Management | - Budgeting | - Strategic Planning |
| - Resource Allocation | - Waterfall Methodologies | - Agile Methodologies | - Project Scheduling |
| - Quality Assurance | - Change Management | - Team Leadership | - Conflict Resolution |
| - Cost Control | - Performance Tracking | - Project Lifecycle | - Communication Skills |
| - Vendor Management | - Stakeholder Engagement | - Documentation | - Problem-Solving Skills |

CAREER HISTORY

SIEMENS LTD., Vadodara

Since Aug 2020 - till date

Project Management (Senior Executive) - Oil & Gas / Power Generation Projects & Document Controller Project Management for Oil & Gas / Power Generation Projects

- Lead small to medium sized projects from order intake till site delivery and coordinate installation and commissioning activities of service personnel as required per the contract.
- Ability to effectively manage both customer's contractual requirements and factory/internal partner's deliverables in a timely and cost effect manner.
- Participate on project kick off meetings. Provide timely project schedule updates and progress reports to the customer.
- Ensured **15% increase** in overall production efficiency while ensuring regulatory compliance by formulating and executing manufacturing strategies and project plans along with enhancing production efficiency, quality, and safety
- Improved team productivity by **18%** by directing production teams, managing resources and successfully completing projects within budget and time constraints
- Played a vital role in reducing project delays by **20%** by monitoring project progress, identifying risks and implemented mitigation plans
- Improved communication and coordination among stakeholders by **25%** by managing document control systems, ensuring accurate and timely documentation
- Reduced compliance issues by **30%** by training personnel on manufacturing, project management and document control processes
- Coordinate shipment with support from logistics and plants.

Projects Planning & Document Controlling

- Responsible for all customer documentation including engineering drawings, inspection and test plans and other submittals as required.
- Optimized production efficiency and safety, while adhering to regulatory standards by developing and rolling out manufacturing strategies and project plans
- Implemented mitigation strategies, kept projects on track and within budget along with monitoring project progress and identifying potential issues
- Ensured seamless communication and provided regular project status updates to senior management by collaborating with cross-functional teams
- Boosted production efficiency and quality, while meeting regulatory requirements, resulting in **12% increase** in **production output** by designing and implementing manufacturing strategies and project plans
- Successfully improved team productivity by **18%** by leading production teams and managed resources to ensure successful project execution and achievement of production targets
- Proficiently reduced project overruns by **15%** by tracking project progress against plans, identifying risks and applying mitigation measures
- Enhanced stakeholder satisfaction by **20%** by collaborating with other departments and stakeholders for effective communication and coordination and providing regular status updates and progress reports

- Maintained **95% OTD rate** by implementing project specifics and escalated issues to cross-functional teams, when necessary, by ensuring on-time delivery of inspection calls
- Led a **10%** improvement in supplier performance metrics by assessing supplier performance and managing **Third Party Inspection services**
- Successfully reduced quality-related issues by **15%** through collaboration with suppliers and auditors by conducting material testing according to inspection plans and guidelines
- Proactively cut lead times for inspection calls by **20%** by streamlining the procurement and in-warding process
- Improved the performance by **25%** through regular reporting and evaluation by establishing and monitoring KPIs for supplier performance
- Enhanced process efficiency and productivity by **30%** by independently managing the One SRM tool
- Improved supplier satisfaction by **15%** and strengthened relationships by revising the invoicing and billing cycle to **15 days**

TECHNO ELECTROMECH PVT. LTD., Vadodara
QC Engineer

Aug 2017 – Aug 2018

- Enhanced client engagement and interest by creating marketing material and communicating new product developments to prospective clients
- Achieved **20% improvement** in team performance by leading and guiding the staff
- Raised the **production quality** by **15%** and ensured regulatory compliance by developing and implementing manufacturing strategies and project plans to optimize production efficiency, quality, and safety
- Maintained a **98% on-time** project delivery rate by managing production teams and resources to ensure effective project execution within budget constraints
- Enhanced **documentation** accuracy and retrieval efficiency by **25%** by maintaining document control systems
- Reduced compliance issues by **20%** and enhanced operational efficiency by imparting training to personnel on regulatory and safety requirements
- Raised the client satisfaction by **10%** by aligning company's skills with client objectives
- Raised **15%** increase in new business opportunities by identifying new sales leads and following up on business opportunities

EDUCATION

- MBA (Operations Management)** from Narsee Monjee Institute of Management Studies (Distance Mode) Pursuing
(Aug 2022 to June 2024)
- B.Tech. (Electrical Engineering)** from Charotar University of Science and Technology, Anand **2017**
- Diploma in Electrical Engineering** from Parul institute of Engineering & Technology, Vadodara **2014**

CERTIFICATIONS

- PMP PLUS - Certification from Simplilearn
- PMP- Certification from Simplilearn (35 hours of PDUs)
- Certified in MS-Projects 2013 (16 hours of PDUs)
- Lean Six Sigma Green Belt (35 hours of PDUs)
- Agile Scrum Master (24 hours of PDUs)
- PMP-References can be provided during or after the interview

PERSONAL DETAILS

- Date of Birth:** 7th February 1995
Current Location: Vadodara
Marital Status: Married