

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	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