

SAYON GHOSH

B.Tech (Mech) & MBA (Project Management), AMIE, PMP(P)

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Summary

Multi skilled, tech savvy, customer focused result oriented program & project manager having over 11 years' experience in PMO, EPC construction project management & control (Planning, Scheduling, Tracking, Monitoring, Coordination and (sub) contract management) & Healthcare with proven ability to direct all project phases and complete projects on time, under budget and as per standards. Widely experience in Infrastructure, Water, Sewage, Power, Petrochemicals, Minerals & Metals, Electrical Switch-yards, Structural civil work, Interior fit out, MEP and HVAC. Currently looking for challenging career and a senior project manager role in a reputed PMC / EPC / Management Consultant organization preferably in PMO, oil & gas, power, capital projects & infrastructure, energy & water and waste management

Academic Background and Professional Training

Postgraduate Programme (MBA) in Project Engineering & Management,	2013 - 2015
National Institute of Construction Management & Research (NICMAR), Pune, India	
Bachelor of Technology (BTech) in Mechanical Engineering,	2007 - 2011
West Bengal University of Technology (WBUT), Kolkata India - 1st Class	

Work experience

Sr. Manager - Planning & Contracts (Technical Asst. to COO & PMO Head) Nov,21 - Present

SPML Infra Ltd, Kolkata, India

SPML Infra Limited is a leading Infrastructure Development company with over 40 years experience in the public as well as private sector.

- Act as an Chief of Staff of the Executive Director & COOs office.
- Project Management: Overseeing key projects from ED's office. Responsibility and accountability for meeting the assigned project goals within the timelines. Conceptualize programs and then coordinate and facilitate their implementation by working closely with the all Business Units and Corporate Functions namely HR, IT, Legal, Contracts, Finance.
- Business Research: Perform frequent and rigorous research on key Business topics both internally and externally to identify organization's fitment to strategic frameworks, establish industry trends, and collect benchmark data.
- Information Preparation: Analysis, Preparing and formatting information for internal and external distribution including writing letters and memos, compiling data for reports, creating various presentations, writing reports, transcribing dictation, editing, proofreading and other information preparation duties.
- Data Analysis: Involved in data analysis for functional and organizational data using a combination of digital and critical thinking skills. Carefully evaluates financial data and creates reports that identify areas of concern or opportunity.
- Meeting Management: Facilitate/coordinate various management forums and follow-up with various executives, stakeholders towards timely closure of action items. End to end responsibilities from protocol management to follow-up of action items from management office. Highlight areas of concern, risks which may hinder smooth operations of management meetings. Amplify weak signals and channelize issues and escalations as and when needed.
- Communication Liaison: Manage the flow of information to members of the leadership team & other management forums of MBRDL. Summarize reports and memos that are received before passing the information on to the leadership team members.
- Records Management: Maintaining company records, setting up and managing both electronic and paper filing systems, as well as taking steps to maintain that the company is in compliance with all applicable record-keeping requirements. Maintain records of external engagements of the company.
- Events & Visits Management: Responsible for planning and coordinating logistical arrangements and execution of events involving senior management. Also coordinate the executive visits in conjunction with the Administrative Assistant and facilities including personal visit on as management representatives.
- Lead regular Project & other Meetings with project team and functional representatives

Key Focus Area

- Worked on total 53 no EPC & O&M Projects related to Water & Power Sector.
- Focus Sector: Power, WTP, Cross Country Pipeline
- Implemented Risk Management Concept & Methodologies first time in the Organization.
- Enhanced Project Management Process and Control Points for the Projects for the Organization.
- Coach Project Team to achieve project goals.
- Provided Internal Training Classes to Project Team including Senior Personnel of the organization on Project Planning and Risk Management as an Instructor/Domain Expert.
- Improvement of Quality of the Project
- DMS Process Modification and Development.
- Managing renowned Customer base like Jal Jeevan Mission , PHED - Rajasthan, UP, BWSSB, KUIDFC, DJB, WBSETCL, PGCL, NTPC etc

Project Manager
GE Healthcare, Kolkata, India

July,19 -
Nov,21

GE Healthcare is a subsidiary of American multinational conglomerate General Electric. The company is a manufacturer and distributor of diagnostic imaging agents and radiopharmaceuticals for imaging modalities that are used in medical imaging procedures. GE Healthcare also manufactures medical diagnostic equipment including CT image machines. Further, it develops Health technology for medical

Skills

PMO

- Business Planning & Control
- Change Management
- Strategic Decision
- Budget Management
- Business Research
- Information Preparations
- Data Analysis
- Meeting Management
- Communication Liason
- Records Management
- Agile Management
- Arbitration & Legal Management

Project Management

- Project Management Organization
- Project Planning & Scheduling
- Project Control & Monitoring
- Project Coordination
- Project Resource Management
- Multi Project Handling
- Project Contract Management

Engineering & Technology Skills

- Understanding of Process Design & PFD
- Understanding of FEED & Feasibility Reports
- Effective Understanding of Engineering & As Built and Equipment Drawings
- Cross functional knowledge of Mechanical, Civil, Electrical & Process Engineering, HVAC, Interior Fit Out

Stakeholder Management

- Issues Resolution
- Project Portfolio Management
- Project Procurement
- Project Budgeting, Estimation & Cost Control
- Project Site Management & Execution

Compliance & Risk

- Project Risk Management
- Risk Identification & Mitigation
- Financial & Technical Risk Analysis
- Documentation Control & MIS
- Contracts Management & Commercial Sub Contracts Handling
- Regulatory Compliance
- EHS

Personal

- Having Good command work criteria.
- Self-confident and Hard Working
- Multiple Project Handling
- Team Building & Management, Proactive team member with good work ethic and high energy level
- Commercial Conceptualization
- Leadership Quality
- Complete Exposure of EPC Environment like Concept to Commissioning
- Willing to attend training sessions to further develop knowledge and skills
- Willingness to travel internationally & nationally
- Ability to think and act proactively
- Strong systems aptitude and proficiency, including expert Excel skills. Strong proficiency with Access databases and Power Point
- Highly numerate, with excellent attention to detail
- Ability to be exacting, thorough and attentive to detail, while still meeting deadlines. Excellent problem solving, diagnosis and analytical skills

imaging and information technologies, medical diagnostics, patient monitoring systems, disease research, drug discovery, and biopharmaceutical manufacturing. GE Healthcare operates as a subsidiary of General Electric.

- Monitoring & tracking all assigned orders for the region until execution is complete
- Single point of contact for the Customers & internal stakeholders for the business unit
- Managing the projects with a strong project management approach to ensure adherence to project closure deadlines.
- Sub-Contractor Management, Rate Analysis & Approval, MIS & Project Coordination
- Ensuring smooth project progress at sites in adherence to set budgets & cost
- Coordinating raising of invoices to clients as well as verifying & finalizing Sub-Contractor Bills
- Quality Audits of turnkey project sites
- Coordinating with site planning teams to provide execution layouts / drawings including basic site layouts, electrical, HVAC & other similar drawings.
- Working closely with the customers & their vendors to ensure completion of activities as per agreed timelines to ensure completion as per the project plan
- Coordinating with the Sales & OTR / logistics teams for scheduling logistics & enabling deliveries as per regional commercial & logistics regulations.
- Working with product-application & installation teams for driving successful product installations.
- Understand revenue recognition guidelines & drive targets for the region in coordination with the sales & finance teams
- Work with the productivity team to identify and execute productivity initiatives
- Act as an consultants to customer on various project & site related matter.

Key Focused Area

- **Focus Sector:** Healthcare Project Management, Interior Fit Out, Turnkey Projects
- Completed Feasibility of 137 Healthcare Projects & Executed more than 50 Project in less than 2 Year. Revenue Ensured more than 10 million \$.
- Established Project Management Process and Control Points for the Projects for the Organization.
- Coach Team & Interns to achieve project goals.
- Managing renowned Customer base like Apollo, Manipal, Spandan, OSMCL, AIIMS, HLL etc.

Dy Manager(Management Secretariat) & Executive Asst.(Projects) to Apr,18 -
MD July,19

Super Smelters Ltd, Kolkata, India

Super Smelters Limited a flagship company of Sai Group is engaged in steel manufacturing, steel processing & allied activities. It has a setup of 5 nos integrated steel plant along with captive power plant having turn over of INR 15 Billion and having a annual growth of 22% from 2011. The Organization is having 1.1 Million MT Production Capacity and Plans to double the production. The company is expanding and currently setting up 2 new integrated Steel Plants.

- Prepare the project management plan including(work schedule, manpower histogram, equipment histograms, procurement, submittals/drawings/design schedule*. etc.) as well as Project execution plan
- Direct all project phases* engineering(basic and detailed), procurement, fabrication, construction and commissioning/start-up.
- Manage the execution of the project with a focus on maintaining or improving the as-sold profit level for the project.
- Ensure that the right product is developed and delivered to meet Company* s quality standard, and contract requirements.
- Utilize project management methodologies, systems and tools as defined by Company.
- Make sure that the Company* s rules and policies and follows professional practice by project team
- Lead Project Teams, plan and facilitates the communication and interaction among all project team and all functional representatives.
- Track/Monitor the project against its schedule, budget and against mile stones,
- Objectives and report status to Managing Directors, Chief Financial Officer Senior management & board of directors on a regular basis, and executive staff on an as needed basis.
- Develop and implements recovery plans for off-schedule and unanticipated occurrences.
- Prepare periodic management reports and presentations.
- Attends to all technical/progress meetings with Consultant/Technology Providers with proper fast action when required.
- Lead periodical Project Meetings with project team and functional representatives
- Review and verify project estimates bi-weekly Manage project budget and controls expenses effectively.
- Negotiate differences with End User and Technology Providers and contractors to meet project goals.
- Accountable for communication with consultants
- Tracks costs and reports against budget.
- Preparation of initial schedule from FEED and estimation of initial budget and resources.
- Prepared all primary contracts in accordance with project timeline.
- Maintained and updated all cost tracking system records.
- Performed project regulatory requirement evaluation to ensure effective enforcement of same.
- Provided assistance and support to project management team as needed.
- Prepared and submitted all final cost paperwork.
- Ensured operational efficiency for strong project control.
- Prepared and submitted budget and cost reporting system forecast paperwork.
- Assessed expenditure details for cost-effectiveness and made recommendations accordingly.
- Monitored and assessed project activity data for accuracy and efficiency.
- Maintained and updated proper cash flow data.
- Monitor project performance and key performance indicators to provide financial reports and interpretations of cost trends
- Defining Project financial strategy and integrating with corporate and business strategy
- Establishing and supporting business-wide financial, budget and audit systems and processes
- Financial Planning, budgeting, and forecasting for assigned projects
- Budgeting and forecasting for related engineering departments
- Ensure financial commitments
- Consider the customer first when participating in Core Project Team strategic decisions and work to understand and improve customer satisfaction. Build collaborative networks with End users and stakeholders. Provide a single point of contact for end users related project financial issues

Key Focus Area

- Worked on following EPC Projects involving Procurement, Construction, Erection and commission

- Strong verbal, interpersonal, and written skills, with the ability to communicate across a wide range of professional groups
- The ability to demonstrate excellent attention to detail
- Highly professional and able to maintain confidentiality
- Show in depth knowledgeable of Microsoft project & Primavera with a history of project control within project server
- Good analytical skills - able to analyse, evaluate and process information and data
- Demonstrable capability of project planning competence in a complex environment,
- Demonstrable capability of applying risk management processes and techniques

Professional Affiliation

- Associate Member of Institute of Engineers ,India
- Associate Member of Institute of Mechanical Engineers, UK

Certification

Project Management Professional (Perusing),
Project Management Institute, USA

Project Management & ERP Software

- Primavera P6,
- MS Project,
- CANDY
- AUTOCAD
- Oracle ERP
- ANSYS & PRO-ENGINEER (Design)
- SAP
- Salesforce SFDC
- Magic Plan
- Wrench EPCC DMS
- Power BI

Personal Details

Name (as in passport) | SAYON GHOSH

Date of Birth | 31/12/1988

Nationality | INDIAN

Passport Number | YES

Marital Status | Married

Interests/Activities | Creative Writing,
Cooking, Touring

Driving License: YES

Language Proficiency

English (2011 TOEFL Score 78/120), Bengali,
Hindi

Professional Achievement

Received CEO Award for Performance

Received many Impact Awards from Senior
Management on Focus, Leadership,

Received Impact Award for Best Safety
Practice in South Asia Region.

Received Customers Appreciation Mails

- 350 TPD DRI
- 4 TPH Raw Material Handling System
- 42 TPH Waste Heat Recovery Boiler (WHRB) and 42 TPH Electrostatic Precipitation System (ESP)
- 35 MW CFBC based Captive Power Plant
- Feasibility Study of New Integrated Steel Plant consisting of Pellet Plant, SMS, 2x500 TPD DRI and 2x35 MW CPP.
- 132/33 KV AIS Substation
- 0.6 MTPA Pellet Plant.
- **Establishment of New Integrated Steel Plant with 2 x 350 TPD DRI, 2 x 55 TPH WHRB, 6 x15 T SMS, Rolling Mill, 40 MW CFBC CPP and Other Buildings like Admin, Coal Sheds etc.**
- Railway Sliding including material handling facility like Wagon Tripler, Stacker Reclaimer etc.
- **Focus Sector:** Power, Bulk Material Handling, Industrial Infrastructures, Transmission & Distribution, Minerals & Metals. Process Plant
- Implemented Project Management Methodologies first time in the Organization.
- Established Project Management Process and Control Points for the Projects for the Organization.
- Coach Project Team to achieve project goals.
- Provided Internal Training Classes to Project Team including Senior Personnel of the organization on Project Planning and Risk Management as an Instructor/Domain Expert.
- Improvement of Quality of the Project
- ERP Process Modification and Development.

Deputy Manager (Project Management)

Apr,2015 -

McNally Bharat Engineering Co. Ltd., Kolkata, India

March,2018

McNally Bharat Engineering Company Ltd. (MBE) is one of the leading Engineering Companies in India having turnover of INR 11 Billion and engaged in providing turnkey solutions in the areas of Power, Steel, Coal & Mining, Ports, Aluminium, Material Handling, Mineral Processing, Cement, Water, Oil & Gas and Infrastructure sectors such as Buildings & Townships, High Rises, Roads, Metro, Rail etc. Over 350 plants have been constructed on a turnkey basis by MBE. My Job responsibilities involves the following (but not limited to the below)

- Prepare the project management plan including(work schedule, manpower histogram, equipment histograms, procurement, submittals/drawings/design schedule*. etc.) as well as Project execution plan
- Direct all project phases* engineering(basic and detailed), procurement, fabrication, construction and commissioning/start-up.
- Manage the execution of the project with a focus on maintaining or improving the as-sold profit level for the project.
- Ensure that the right product is developed and delivered to meet Company* s quality standard, and contract requirements.
- Utilize project management methodologies, systems and tools as defined by Company.
- Make sure that the Company* s rules and policies and follows professional practice by project team
- Lead Project Teams, plan and facilitates the communication and interaction among all project team and all functional representatives.
- Track/Monitor the project against its schedule, budget and against mile stones,
- Objectives and report status to management and customer on a regular basis, and executive staff on an as needed basis.
- Develop and implements recovery plans for off-schedule and unanticipated occurrences.
- Prepare periodic management and/or customer reports and presentations.
- Coach Project Team to achieve project goals.
- Attends to all technical/progress meetings with Consultant/Client with proper fast action when required.
- Lead periodical Project Meetings with project team and functional representatives
- Review and verify project estimates bi-weekly Manage project budget and controls expenses effectively.
- Identify project scope changes and prepares job change notices for submittal to clients with coordination with contract manger.
- Maintain QHSE requirements with coordination with Safety/QC Manager.
- Negotiate differences with client and internal personnel to meet project goals.
- Review and approves key project documents including P&IDs, Plot Plans, Operating Manuals, etc.
- Accountable for communication with client/consultants
- Tracks costs and reports against budget.
- Provide day to day supervision of the assigned project admin assistant to resolve project administrative issues.
- Preparation of initial schedule from FEED and estimation of initial budget and resources.
- Scheduled timely deliverables for prepared bid packages.
- Prepared all primary contracts in accordance with project timeline.
- Maintained and updated all cost tracking system records.
- Performed project regulatory requirement evaluation to ensure effective enforcement of same.
- Provided assistance and support to project management team as needed.
- Prepared and submitted all final cost paperwork.
- Ensured operational efficiency for strong project control.
- Prepared and submitted budget and cost reporting system forecast paperwork.
- Assessed expenditure details for cost-effectiveness and made recommendations accordingly.
- Monitored and assessed project activity data for accuracy and efficiency.
- Maintained and updated proper cash flow data.
- Monitor project performance and key performance indicators to provide financial reports and interpretations of cost trends
- Defining Project financial strategy and integrating with corporate and business strategy
- Establishing and supporting business-wide financial, budget and audit systems and processes
- Financial Planning, budgeting, and forecasting for assigned projects
- Budgeting and forecasting for related engineering departments
- Ensure financial commitments
- Consider the customer first when participating in Core Project Team strategic decisions and work to understand and improve customer satisfaction. Build collaborative networks with customers and stakeholders. Provide a single point of contact for customer related project financial issues

Key Focus Area

- Worked on following EPC Projects involving Design, Procurement, Construction, Erection and commission
 - Pet Coke Handling Plant, Resid Upgradation Project for CPCL Manali Refinery, Chennai, IOCL
 - 3.0 SUGR Booster Pumping Station for Kolkata Municipal Corporation. India
 - Haldia – Paradeep Cross Country Pipe Line for IOCL
 - 2.7 MTPA De-boltlenecking Project of Lead Zinc Beatification Plant for Hindustan Zinc Limited, Zawar Mines, Rajasthan.
 - 132/33 KV GIS Substation at Panagarh and 220 KV Bay Extension Work at Durgapur & Mankar

Substation with accommodation facility for WBSETCL, Govt of WB, India
◦ 2 x 600 MW SCCL Thermal Power Plant (Water & Fire Fighting & AC Ventilation Packages)

- **Focus Sector:** Power, Oil & Gas, Bulk Material Handling, Industrial Infrastructures, Water & Waste Management, Transmission & Distribution, Process Plant, Minerals & Metals.
- Negotiate out of contract payment terms with Client Hindustan Zinc Limited to ease cash flow storage of the projects.
- Complete the Pumping Station Project within stipulated time frame despite several unanticipated occurrences, and stiff regulatory control and work access.
- Implemented several recovery plans for off-schedule and unanticipated occurrences, and managed to curb down cost over run from planned 11% to 8%.
- Preparation of High Value Contract documents for Technology Partners and Associate Bidders.
- Manage to achieve additional advance amount from the contract in the need of the organization.
- As an additional responsibility also looked after Arbitration of two old projects and able to close most issues in favour of organization.

Management Intern (Project Control & Coordination) June,2014 -
Wipro Infrastructure Engineering (Wipro Water), Mumbai, India Jul,2014

Wipro Infrastructure Engineering is a multi-faceted and diverse industrial engineering business with expertise spanning over Hydraulics, Aerospace, Water treatment, Additive manufacturing and Automation Solutions with state-of-the-art manufacturing facilities across India, Israel, Sweden, Finland, Romania, USA and Brazil. My assignments involves the following:

- Preparation of planning and scheduling of activities using MSP & Primavera given the WBS involved in the EPC project.
- Creation of multipurpose MSP templates for the various projects (depending on the scope of work).
- Preparation of Data Sheets, Billing schedule from P&ID and Detail Engineering.
- Creation of other documentations like Quality Assurance Plans, MDCC etc.
- Co-ordinations between various other depts. like Procurement, Design, Process, Marketing and Commercial.
- Reconciliation of Material & Other Items to create Project Profitability Plan & Risk Management Plan. at Jindal 4x600 mw thermal power plant site.

Key Focus Area:

- Worked in EPC Projects like PT & PTDM of 2x660 MW Thermal Power Plant, JSPL Raigarh, Chattisgarh, India (Sector Water and Waste Management)
- Effectively prepared the Risk Mitigation Plan and prepared the Delay Analysis and its cost impact on the Project and by preparing the revised project completion schedule achieved 15% reduction in cost overrun.

Asst. Engineer (Plant) Dec,2011 -
Simplex Infrastructure Ltd, Kolkata, India May,2013

Simplex Infrastructure enjoys a rich record of industry presence and experience, vital in the business of infrastructure development. The company was established in 1924 by UK-based H P Lancaster to accelerate infrastructure development in East Asia. The company has a turnover of INR 56 Billion with over 140 project locations in India and overseas registering its presence in almost all Indian states and the Middle East. My job involves the following:

- Planning, Managing, Monitoring and Controlling of Company owned and hired Plant & Machinery and Utility assets including capital machinery, Earth moving equipment, Lifting and material handling equipment, Driven Piling and Pneumatic Hammer Piling Rigs, Electrical machinery & equipment etc.
- Managing & maintaining the optimum output of Machines and Equipment. Enhancing maintainability and operational effectiveness in a cost effective way.
- Execution of Bore, Driven, Rock, Sand Piles.
- Execution of General Civil Works.
- Execution of Fabrication and Erection of Structures.
- Procurement and Purchase of Material and Spares through Proper Purchase Process.
- Preparations of Documentation & Reports including Analysis and costing.
- Co-ordination with Head Office, Regional Office (P&M Cell), Client and Other departments at sites.
- Preparation of Reconciliation Work and Inventory Management.
- ERP controlling.
- Billing & Contracts of P&M Contractors and Subcontractors.

Key Focus Area:

- Worked in following Project Sites
 - Piling & Civil Works in GCU & Offsite at Gas Authority of India's (GAIL) Uttar Pradesh Petrochemical Complex, Uttar Pradesh, India (Sector Oil & Gas)
 - Multi storied Building Projects of Tata Housing, Larsen & Tubro (L&T) and Unitech Group in Delhi NCR Region, India (Sector Residential and Commercial Properties)
- Achieved Zero Breakdown of Equipment during entire work phases resulting completion of work under contractual time frame
- Generation of surplus revenue from monthly planned collection target.
- Achieved Safety Excellence Award for loss of Zero mandays due to safety hazards
- As a Young Graduate Engineer planned & managed a team size of up to 70 semi-skilled, skilled & highly skilled manpower, reporting to me.

Asst. Engineer May,2011 -
Nuvoco Vistas Corp Ltd. (Lafarge India Ltd), Mumbai, India Nov,2011

Nuvoco Vistas Corp. Ltd. (formerly Lafarge India Limited) has been a part of the Indian construction landscape since 1999; through its cement business. Its currently have six cement plants having capacity of 11 Million MT and close to sixty five ready mix concrete plants in India and having annual turnover INR 31 Billion. My job involves the following:

Key Focus Area

- Procurement of spare parts, Negotiation with Vendors and New Vendor Development.
- Coordination with Operations Dept so that spare parts and other materials requirements are always available.
- Completes jobs according to the highest standards of efficiency and effectiveness.
- Analyzes and resolves work problems.

Vendor Development,, Procurement, MIS, Expedition

I hereby declare that the above information are true and to the best of my knowledge

Date:

Place: Kolkata

(Sayon Ghosh)

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