

Divya Patwa

215B Prashant vihar

Rohini Sector-14,

New Delhi (110085)

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Career Objectives :

To seek challenging assignments and responsibility at a satisfactory position so that i could utilize my technical knowledge as well as energize my efforts as per reputed organization's vision.

Experience :

Errand Enterprises Pvt Ltd

Tenure – April 2019 to Present.

Position –Application Engineer

Department – Oil & Gas Projects

Tendering, Estimations & Responsibilities :

- ✧ Understanding and analyzing the projects concept of the concerned engineering consultant and EPCs like Suez (Driplex), EIL Delhi,WOG technologies, KBR etc
- ✧ Looking for new tender in market, short listing & brief synopsis preparation.
- ✧ Generation of enquires and further follow up with the customers through mails, telephone calls, meetings to the new/ existing customers.
- ✧ Analysis of technical/commercial specifications defined by the customer as per international industry standards.
- ✧ Preparation of technical bid and price bid comparison for API and Non API pumps, Mechanical Seal, Coupling, and Motor.
- ✧ Analysis of market and competitor information to prepare better technical and commercial offers API and Non API pumps.
- ✧ Co-ordination of project at execution stage.
- ✧ Preparation of Techno-Commercial proposals for presentations to customers,also serving as the key technical liaison ,working cross-functionally with sales,purchasing, project management, operations, customer care, cost estimation department and global resources to modify and create custom solutions.
- ✧ Taking care of tender document & analyze important clauses for taking Go/No Go Decision.
- ✧ Study and analysis of the project drawings, specification and other documents (Technical Pump Data-sheet, GAD, Graphs).
- ✧ Thorough knowledge of standards API 610, API 676, API 675,ASME B73.1,ASME B73.2, ANSI, ISO 5199, NDT process and quality documentation.
- ✧ Making configuration of the pumps, using specific sizing software and product quotations activities supported by business software.
- ✧ Preparing RFQ for seals, coupling and motor.
- ✧ Interacting with outside vendors to solicit quotes for equipment.
- ✧ Visiting consultants and manufactures to maintain and increase business relationship.
- ✧ Attending pre-bid and post-bid meetings for technical and commercial discussions.
- ✧ Handling application engineering, selection, pricing and after sales market to compete in market for Oil & Gas, water, fertilizers, chemical sector and petrochemical sector in north india.
- ✧ Development of clients and negotiation with clients regarding Quotations
- ✧ Attend pre-bid meetings & negotiation with clients regarding projects.
- ✧ Use cost effective ideas to select an appropriate products.
- ✧ Handle the products of Sundyne, ITT Goulds, Idex Corporation (Pulsafeeder,Viking India), Xylem.

Previous Professional Experience :

S. No.	Name of the Company	From	To	No. of Years
1.	Avantor Performance Material India Pvt. Ltd.	14 Mar,2018	30 Nov,2018	9 Months

Job role : Sales and Marketing

Industry : Manufacturing of Diagnostic Kits / Instruments/ Equipment's

Functional Area : IVD Rapid Dept.

Area of Specialization : B2B Sales / B2C Sales

Education :

Year	Qualification	Institution	Percentage /CGPA
2013-2017	B.Tech (AKTU)	Hindustan College of Science & Technology	80
2013	12 th (CBSE)	Shah Faiz Public School	78.2
2011	10 th (CBSE)	Shah Faiz Public School	8 CGPA

Industrial Training :

Training	Organization	Duration	Year
Industrial Training	National Fertilizer Limited (NFL), Nangal Topic: Manufacturing of fertilizers,	28 Days	2016

Relevant Skills :

Sales Costing & Estimation
Technical Pump Data-sheet, power calculation and Pump Testing
Presentation skills
Marketing and management skills
Outlook, Microsoft Office – MS Excel, MS Word, MS PowerPoint

Projects :

Type	Title	Year
Project	<ul style="list-style-type: none">➤ Layout and Design of Urea Production Plant➤ Tools Involved :- Heat Balance and Mass Balance	2017
Project	<ul style="list-style-type: none">➤ Bio-fuel Generation from Waste-Algae fuels➤ Tools Involved :- Heat Balance and Mass Balance	2015

Achievements :

- Coordinator in NGO “Uthaa”.
- Volunteer in Sharda Taj marathon held on 14th feb 2016 at agra.
- Coordinator in National Conference on Cyber security in 2016.
- Won 3rd prize in Group Presentation on "Women Importance in society and exploitation" in 2014.
- Won 2nd Prize in District Level Competition. in Arm Wrestling Championship.
- Won 1st prize in Poster making competition on girls freedom in 2014

Personal Information :

Date of Birth	06/02/1997
Nationality	Indian
Gender	Female
Marital Status	Unmarried
Interest & Hobbies	Art & Craft, Exploring new things,Listening songs
Father's Name	Mr. Subhash Narayan Patwa
Mother's Name	Mrs. Sunita Devi
Language Known	Hindi & English
Permanent Address	Chandra Sekhar Nagar Colony, Rauza,Ghazipur,U.P (23300)

References :

Can be available on Request

Declaration :

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

DATE : 13th July, 2020

PLACE : New Delhi

Divya Patwa

(DIVYA PATWA)