



# HITESH SINGH BHATI

DY. GENERAL MANAGER

## CONTACT

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Dear Ms/Mr,

I am forwarding herewith my resume for your kind perusal as my skills are an ideal match for the opening in your esteemed organization.

My highest level of degree is **Bachelor of Engineering (Mechanical)** from **Viva Institute of Technology, Mumbai, India.**

By combining my professional as well as my educational qualification, I assure that I will be able to bring a lot of value to the table, if given an opportunity to work for your esteemed company.

I persistently seek to improve myself by learning whenever required and always aim to excel. In saying this, I do hope that you will be kind enough to offer me a position of responsibility at an appropriate level in your esteemed organization and utilize my abilities, by providing an opportunity for growth and advancement for the organization and myself.

My Current employment is with **M/s. Encon Cooling Tower Pvt. Ltd., Lower Parel, Mumbai, India.**

I shall appreciate your kindness to review my credentials and experiences. Additional accomplishments are summarized in the enclosed resume.

I remain for your kind consideration of my candidature.

Yours sincerely,

**Hitesh Singh Bhati**

# RESUME

## CAREER OBJECTIVE

Seeking a robust career, where I can implement and leverage my knowledge and skills. It is my utmost desire to join an organization that can provide me a challenging career opportunity where I want to be known as one of the best talents available for the changing scenario.

## SUMMARY

- Estimation & Proposal Engineering
- 3 years experience in Design, Estimation and Proposal Engineering of Industrial capital products.
- Experience working with Auto Cad, Solid works & Microsoft office.
- Ability to create GA Drawings, Basic Engineering, Quality Control of Industrial capital Products.
- Proficient in preparing Bill of Quantities& Cost estimation at budgetary & pre-tendering stage.
- Optimization & Design calculation of Capital Industrial Products.
- Preparation of Bid documents, Bill of Quantities, Costing, Study of tender specification.
- Carry out engineering design activities- basic engineering, plant layout, system engineering necessary to fulfil the requirements of the assigned project work.

## WORK EXPERIENCE

JULY 2018 – PRESENT

**DY. GENERAL MANAGER (OPERATIONS),  
M/S. ENCON COOLING TOWER PVT. LTD., MUMBAI**

### RESPONSIBILITIES:

- Leading and Managing the team of Sales, Marketing and Site Engineers.
- Evaluation of package vendor design drawings & offers as per clients specification and requirement.
- Compilation of Tender documents as per clients requirement, Pre-Bid Meetings, Techno-Commercial Meetings, Site visits.
- Preparation of General Arrangement Drawings, Detailed Drawings, Piping Layout, Raw material quantities.
- Interfacing with other departments, coordination with site Engineers.
- Purchase / outsource the other capital products as per the clients specification.
- Negotiate contractual terms and conditions.
- Develop new relationships in an efforts to grow business and help company expand.
- Develop and maintain project timelines, identify critical path and key milestones for project's success.
- Accurate and regular reporting of project progress to management.

**DEC 2016 – JULY 2018**

**SR. EXECUTIVE ASSISTANT (OPERATIONS),  
EXECUTIVE ASSISTANT (OPERATIONS),  
M/S. PRECISION ENGINEERING WORKS, MUMBAI**

**RESPONSIBILITIES:**

- Manage & interfacing with other departments, coordination with site Engineers.
- Review the package vendor design Drawings and specifications.
- Preparation of Technical Offers & Bill of quantities, indents for budgetary offers, tender Drawings (General Assembly Drawings and detail drawings in Autocad).
- Work in conjunction with Purchase, Logistics and Factory departments.
- Oversee the Purchasing of outsource material as per the requirement and site inspection at vendor place as per QAP.
- Negotiate contractual terms and conditions.
- Develop and maintain project timelines, identify critical path and key milestones for project's success.
- Accurate and regular reporting of project progress to management.

**APRIL 2016 – NOVEMBER 2016**

**QUALITY ASSURANCE ENGINEER,  
M/S. CITIZEN SCALES INDIA PVT. LTD., MUMBAI**

**RESPONSIBILITIES:**

- Inspect Raw material at vendor place as per QAP and Drawing (General Assembly & Detailed Drawings) without compromising in the Quality standards.
- Managing the stock and updating the records of inventory.
- Work in conjunction with Design, Purchase, Logistics and Factory departments.
- Raise the Non conformance report to the Design department for review if discrepancy found out.
- Perform final inspection of product to ensure that all quality requirements as per the QAP and standard have been achieved.
- Also working in reverse engineering so that to improve the product performance and enhance the efficiency.

## PROFESSIONAL SKILLS

- Team Handling
- Techno-Commercial Proposals
- Purchasing / Procurement
- Technical Sales and Marketing
- Negotiations
- Site inspection
- CAD Softwares – AutoCad and Solid Works
- ERP Software

## ACHEIVEMENTS

- a) Got promoted to Senior Executive Assistant from Executive Assistant at M/s. Precision Engineering Works within an year.
- b) Got promoted to Dy. General Manager from Senior Engineer at M/s. ENCON Cooling Towers Pvt. Ltd. Within 8 months.

## EDUCATION

**2010 - 2015**

**BACHELORS IN ENGINEERING**, UNIVERSITY OF MUMBAI

Mechanical Engineering

**2009 - 2010**

**S.S.C.** , KENDRIYA VIDYALAYA, J&K

Science

**2007 - 2008**

**H.S.C.** , KENDRIYA VIDYALAYA, W.B

## PERSONAL DETAILS

Date Of Birth : 04th May 1992

Marital Status: Married

Permanent Address: C 303, 3<sup>rd</sup> Floor,  
C- Wing, Poonam Arena,  
Near D- Mart, Virar (West),  
Dist.: Palghar,  
Maharashtra – 401 303

