

Trisha Paul

8 yrs experience in Administration, Engineering & Procurement

Dubai

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+971553481902

#readytowork

#can join immediately

Willing to relocate: Anywhere

Personal Details

Birth Date: 1990-11-21

Eligible to work in {country}: Yes

Industry: Administrative Assistance, Agriculture & Forestry, Civil Engineering , Construction, Customer Service, Electrical Engineering, IT Operations & Helpdesk, Industrial Engineering, Installation & Maintenance, Laboratory, Library, Logistic Support, Management, Media & Communications, Other, Production & Manufacturing, Project Management, Real Estate, Retail, Sales, Social Science, Technology, Transportation Services

Work Experience

Procurement Engineer (Electrical)

DNJ Energy LLC - Dubai

November 2019 to February 2021

- To procure equipment, materials & systems complying to project Quality and Specification requirements.
- Determine Needs, Choose Suppliers, Negotiate Prices and Award Contracts, Manage Suppliers & Vendors.
- Liaise with suppliers on delivery schedule so as to ensure on-time deliveries of final product.
- Implementation of ERP systems for effective procurement processes and strategy.

Assistant Project Manager

Arden Telecom Pvt. Ltd. - Jaipur, Rajasthan

June 2017 to June 2019

- Communicating with stakeholders regarding project needs and goals.
- Contributing to the planning and development of projects.
- Supporting the coordination and management of projects.
- Researching information as required.
- Performing administrative tasks such as preparing invoices, estimates, scheduling meetings, etc.
- Keeping track of and reporting on project progress.
- Completing any tasks assigned by the Project Manager in an efficient and timely manner.

Project Manager

Blueline Solutions - Kolkata, West Bengal

July 2016 to May 2017

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Measure project performance using appropriate tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation
- Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
- Delegate project tasks based on junior staff members' individual strengths, skill sets and experience levels
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Use and continually develop leadership skills
- Attend conferences and training as required to maintain proficiency
- Perform other related duties as assigned
- Develop spreadsheets, diagrams and process maps to document needs

Project Coordinator

Minch Technologies - Kolkata, West Bengal

February 2014 to July 2016

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- Organizing, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.

Project Assistant

Vetios Technologies Pvt. Ltd. - Kolkata, West Bengal

January 2012 to January 2014

Adhere to data collection and management procedures to prepare, collect, record and input data.

Collect annual reports and detailed budgets for proposal inclusion.

Coordinator with investigators to create research proposals and interface with funding agencies to exchange information.

Support study participant activities to include hiring, communication, screening and orientation.

Coordinate with external vendors and schedule appointments.

Oversee vendor performance to ensure timelines and quality.

Maintain automated databases to report and comply.

Develop reports and correspondence independently.

Research new equipment purchases and recommend supervisor's consideration.

Coordinate travel needs, schedules and meetings and develop documents and monitor production activities.

Manage project file systems and involve in project related calls.

Ensure proper state of change requests and document them.

Interact with engineering managers, engineers and technicians to create documentation.

Handle new projects set up and take off and support preparation of close out documents.

Coordinate with project teams on tasks as per objectives.

Education

Bachelor's in Electronics and Communication of Engineering

West Bengal University of Technology - Kolkata, West Bengal

2008 to 2012

Skills

- Microsoft office (10+ years)
- Document Control (8 years)
- Data entry (10+ years)
- Database Management (10+ years)
- Auto CAD (2 years)
- Engineering Procurement (5 years)
- ERP Tools & Softwares (5 years)
- QuickBooks (1 year)
- Monday.com (1 year)
- Zoho Book (2 years)

Languages

- Hindi - Expert
- English - Expert

- Bengali - Expert

Additional Information

- Date of Birth 21-November-1990
- Name of Father Tarak Chandra Paul
- Name of Mother Menaka Paul
- Gender Female
- Marital Status Unmarried
- Nationality Indian
- Religion: Hindu
- Passport No. P4252660 Expiring 01-Sep-2026
- Visa Status (UAE): Cancel visa