

# VINAYAK SHELAR

## SENIOR MANAGER- PROGRAM

### ❖ PROFILE SUMMARY

HIGHLY MOTIVATED PROFESSIONAL WITH 9+ YEARS OF EXPERIENCE IN STAKEHOLDER MANAGEMENT, PROJECT MANAGEMENT, PROCUREMENT, RISK MANAGEMENT AND BUSINESS PROCESS RE-ENGINEERING. DIVERSE EXPOSURE TO INFRASTRUCTURE, INDUSTRIAL, COMMERCIAL AND RESIDENTIAL PROJECTS. SKILLED IN THE TIMELY ASSESSMENT OF RISKS AND DEVISING A MITIGATION PLAN OF ACTION TO ENSURE PROJECTS ADHERE TO THE SCHEDULE.

### ❖ EXPERIENCE SUMMARY

#### ➤ Senior Manager - Program

#### ➤ ISS A/S [Aug 2019 to Present]

- Currently handling the commercial project of 1.2 million sqft.
- Coordinating with project and facility team for timely completion and operation commencement.
- Organizing and facilitating operations steering/ operating committee meetings with all the stake holders.
- Organizing and facilitating operations related meetings with global management.
- Tracking activities against detailed operations plan. Analyzing and forecasting risk and its mitigation.
- Preparation of change management system and MIS for tracking of operations requirement
- Managing the entire co-ordination with 14 different work streams and Project team.
- Initiating technical and commercial meetings with vendors and resolving queries raised by vendors
- Techno-commercial, evaluation, vendor negotiations and finalization.
- Business processes re-engineering.
- Co-ordination and ensuring availability of the statutory approvals.



### EDUCATIONAL QUALIFICATIONS

B. E. – Civil, Pune University  
– 2012

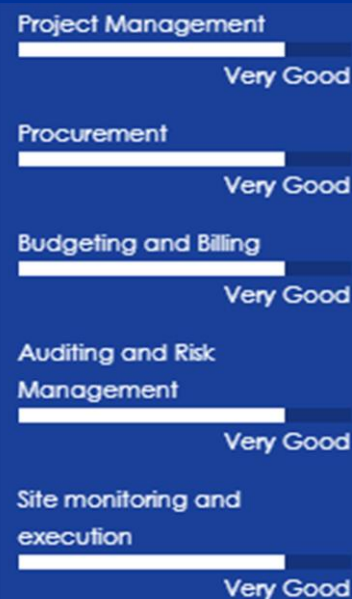
### CONTACT DETAILS

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### SKILLS-



- Coordinating multiple projects and stakeholders.
- Coordinating with design, technical consultant and project teams for problem solving and risk mitigation.

### ➤ **Project Head- Transformation**

#### ➤ **OYO [Apr 2019 to Aug 2019]**

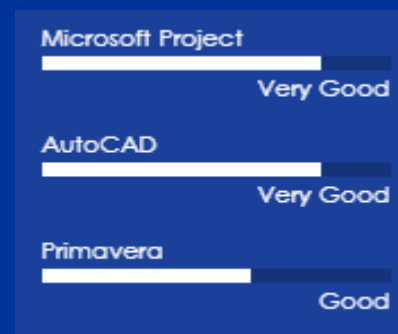
- Handled the team of 11 strong people, 2 project managers and 9 TR leads.
- Reviewed and certified the commercial audits of properties,
- End to end co-ordination with BD/supply and Operations team.
- Handled procurement, statutory compliance and site transformation.
- Ensured training and overall development of the team.
- Resource planning and allocation of the projects.
- Business processes re-engineering and value engineering.
- Entire governance on the transformation and commercial documents.

### ➤ **Assistant Manager**

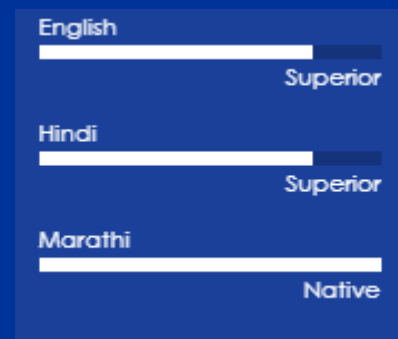
#### ➤ **JLL [Nov 2014 to Apr 2019]**

- Handled the setup of a pharmaceutical plant of project value of Rs. 150 cores for one of India's top pharmaceutical companies.
- Managed a site team of 10 members for execution of project.
- Organized and facilitated project steering/ operating committee meetings with all the stake holders.
- Tracked activities against detailed project plan. Analyzing and forecasting risk and its mitigation.
- Preparation of change management system and MIS for tracking of project budget and cash flow.
- Managed the entire procurement including vendor qualification based on market intelligence report.
- Initiating technical and commercial meetings with vendors and resolving queries raised by vendors
- Negotiated for 20 supply packages and handled 100 vendors, responsible for the invoice checking and sign off.
- Provided value engineering of Rs. 1.1 Cr by analyzing the site condition. • Previously handled industrial manufacturing project of Rs 250 cores.

## **SOFTWARE-**



## **LANGUAGES-**



## **PROFESSIONAL EXPERIENCE**

- ✓ **ISS-** Aug 2019 to Present
- ✓ **OYO-** Apr 2019 to Aug 2019
- ✓ **JLL –** Nov 2014 to Apr 2019
- ✓ **Tata Power SED-** Nov 2013 to Oct 2014
- ✓ **DSKDL-** July 2012 to Nov 2013

➤ **Associate Site Engineer**

➤ **Tata Power SED [Nov 2013 to Oct 2014]**

- Completed the project of Pune airbase for Air Force.
- Handle procurement and site management for the project.
- Coordinated with the consultant for the technical meetings.
- Preparation of the project plan & analyzing it for projects.
- Responsible for the Invoicing sign off and close out of project.
- Capex preparation and tracking of the same.
- Vendor management for the project completion.

➤ **Junior Engineer**

➤ **DSKDL [Jul 2012 to Nov 2013]**

- Worked as a Site engineer for the project of G+7 residential buildings.
- Handled responsibilities like site management, estimation, Invoicing.
- Organized project progress review meetings.
- Involved in budgeting and procurement activities.
- Co-ordination with the technical consultant for the resolving the site issues.

**ACHIEVEMENTS-**

- Received Property Development Services (PDS) star award for the Q2 2018.
- Best performer for the quarter Q3 in the year 2013.
- Best performer award for the year 2013-14.
- Qualified for the semifinals for the football tournament in 2013 played as captain.
- Runner up of the cricket tournament in 2013 played as the vice-captain