



Suhas Shrikrishna Paradkar

E-mail : suhasparadkar565@gmail.com

Mob. No. : 9850927866

Snap Shot (Profile)

- Having 34 years work experience in India and Abroad specially in Project Planning, costing and Administrative Dept as Project Admn. Officer..
- To maintain work progress and documentation control
- Mobilization of Site Office, Accommodation for staff & labors, vehicles & equipments.
- To manage and monitor the effective use, safety of the assets and financial resources of the organization
- Coordinating with Site and Head office related to Administration and finance
- To control and monitor the staff, labor transportation, safety and hygiene administration for better living of the employees.
- To ensure safe custody of company and client material.
- Supervision for housekeeping in office and accommodation at staff / labor.
- Coordination and communication with outside agencies.

Key areas of Expertise

- Planning and Management Information Systems (Documentation)
- Project costing, Claims and Audit.
- Office Administration..

Personal Information :

Name : Suhas Shrikrishna Paradkar
Permanent Address : B- 11, Vrudhyeshwar Hsg. Society,
Bibwewadi, Pune- 411 037.
(M.S.) India.
Mobile 9763587056
Date of Birth : October 06, 1957
Education Qualification : B. Com. From Pune University
Diploma in Materials Management (IMDR, Pune)

Overseas Assignments :

- Worked in Saudi Aramco Refinery, Riyadh for erection work of Electrical & Instrumentation.
- Worked in Saudi Aramco Refinery, Ras Tanura, Jubail for erection work of Mechanical equipment and Piping.
- Worked in Saudi Electric Company, Shoiba (Jeddha) for Alstom piping project.
- Worked in Qatar Gas Project Steel struc. For Sulphar Storage., Ras Laffan, Doha – Qatar.

Indian Assignments :

- UB Engineering Co.Ltd. (Head Office) :
Planning & MIS Dept. worked in project planning , collection of data from various reports of sites. Analysis and costing of the project for Top Management.
- Data collection and documentation of various projects.
- Audit and Claims preparation of projects.
- UB Engineering Co. Ltd. (Projects) :
Responsible for project work progress, Invoice and project planning at Bhusawal Power Plant for erection of Boilers 210MW x 2 Units. And Chandrapur Thermal Power Plant for erection of Boilers 500MW x 1 Unit.
- Worked in M/s. Gera Dev. P.Ltd. as Manager Records & responsible for DMS File stream documentation system. Maintaining documents in paper less software system.

Extra Curricular :

- General Secretary of Credit Co-op. Society for 5 Years.
- Organizing Secretary of UB Engineering Co. Sports Club.

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