

Vivek Vaidya

*Project Coordination &
Execution Professional /
Mechanical Engineer /
MBA (Operations)*

✉ vivekbvaidya9@gmail.com

☎ +917977131955

📍 3-F-1404, MHADA Colony, Virar -
401303

📅 09th March, 1995

Summary

Mechanical Engineer and MBA (Operations) professional with 10+ years of experience in Industrial Machinery, Automation, and Project Management. Currently managing approximately 150 projects annually, coordinating teams of up to 50 engineers and technicians, and delivering projects valued up to ₹3.5 crore. Proven expertise in end-to-end project execution, stakeholder management, vendor coordination, production planning, and project delivery for infrastructure, manufacturing, pharmaceutical, healthcare, and data center sectors.

Professional Experience

Sr. Executive – Project Coordination & Order Processing, *Gandhi Automations Pvt. Ltd.*

May 2022 | Mumbai

- Manage end-to-end execution of approximately 150 industrial door and automation projects annually, from order confirmation through installation and project handover.
- Coordinated with design, production, procurement, accounts, logistics, and site teams to ensure seamless project execution.
- Coordinated cross-functional teams comprising up to 50 engineers and technicians for project execution across multiple sites.
- Monitored project schedules, installation activities, and resource allocation to ensure on-time delivery.
- Liaised with clients and internal stakeholders to resolve technical and commercial issues during project execution.
- Handled project documentation, advance payments, Bank Guarantees, dispatch clearances, and project closure activities.
- Ensured compliance with quality standards, contractual requirements, and customer expectations throughout the project lifecycle.
- Delivered projects for prestigious clients including L&T (Central Vista & Kartavya Bhavan), Grasim Paints, Alkem Laboratories, Jubilant FoodWorks, SCB Medical College & Hospital, Shalimar Lake City, and CtrlS Datacenters.

Key Achievements

- Led coordination of cross-functional teams of up to 50 engineers and technicians while delivering approximately 150 projects annually across industrial, commercial, and infrastructure sectors.
- Handled projects with values up to ₹3.5 crore, demonstrating capability in managing large-scale industrial project execution.
- Improved inter-department coordination and project visibility, supporting timely completion of projects and customer satisfaction.

Project Coordinator, *Pentax Ferro Incorporate*

November 2018 – April 2022 | Mumbai

- Estimated project costs, material requirements, and execution timelines for fabrication and engineering projects.
- Prepared and submitted techno-commercial quotations to customers.
- Managed procurement of raw materials, tools, equipment, and consumables.

Skills

- Project Coordination & Execution
- Industrial Machinery Projects
- Automation & Access Solutions
- Production Planning & Monitoring
- Cost Estimation & Budget Control
- Vendor Management & Procurement
- Installation & Commissioning Coordination
- Client & Stakeholder Management
- Techno-Commercial Documentation
- Resource Planning & Allocation
- Cross-Functional Team Coordination
- Risk Identification & Resolution
- SAP
- AutoCAD
- MS Office Suite

Languages

- English
- Hindi
- Marathi

Projects

Government & Infrastructure Projects

- Larsen & Toubro – Central Vista Redevelopment Project, New Delhi
- Larsen & Toubro – Kartavya Bhavan, New Delhi

Industrial & Manufacturing Projects

- Grasim Industries Paints Plant, West Bengal
- Alkem Laboratories, Solan
- Jubilant FoodWorks, Mohali

Healthcare Projects

- SCB Medical College and Hospital, Cuttack

Commercial & Residential Projects

- Shalimar Lake City, Lucknow.

Data Center Projects

- CtrlS Datacenters at Kolkata & Bhubaneswar Data Centre

- Coordinated between Marketing, Technical, Production, Accounts, Vendors, Transporters, and Clients.
- Tracked project milestones and ensured timely completion of activities.
- Supported management with project status updates and execution planning.

Key Achievements

- Successfully coordinated projects from enquiry stage through delivery and final billing.
- Streamlined communication among departments, reducing project delays and execution bottlenecks.

Project Engineer, *Neha Fabrication*

July 2016 – October 2018 | Mumbai

- Prepared project quotations, cost estimates, manpower plans, and execution schedules.
- Coordinated site permissions and documentation requirements.
- Supervised fabrication and installation activities at project sites.
- Managed labour deployment and monitored work progress.
- Verified measurements and prepared final billing documentation.

Key Achievements

- Delivered fabrication projects within planned schedules with Improved site supervision and coordination efficiency.

Education

Executive MBA (Operations Management),

Institute of Technology & Management

August 2019 – February 2022 | Mumbai

80.76%

Bachelor of Engineering (Mechanical),

University of Mumbai

August 2012 – July 2016 | Mumbai

CGPA: 6.83

Higher Secondary Certificate (Science),

Maharashtra State Board

July 2010 – June 2012 | Mumbai

76%

Secondary School Certificate,

Maharashtra State Board

June 2000 – June 2010 | Mumbai

92%