

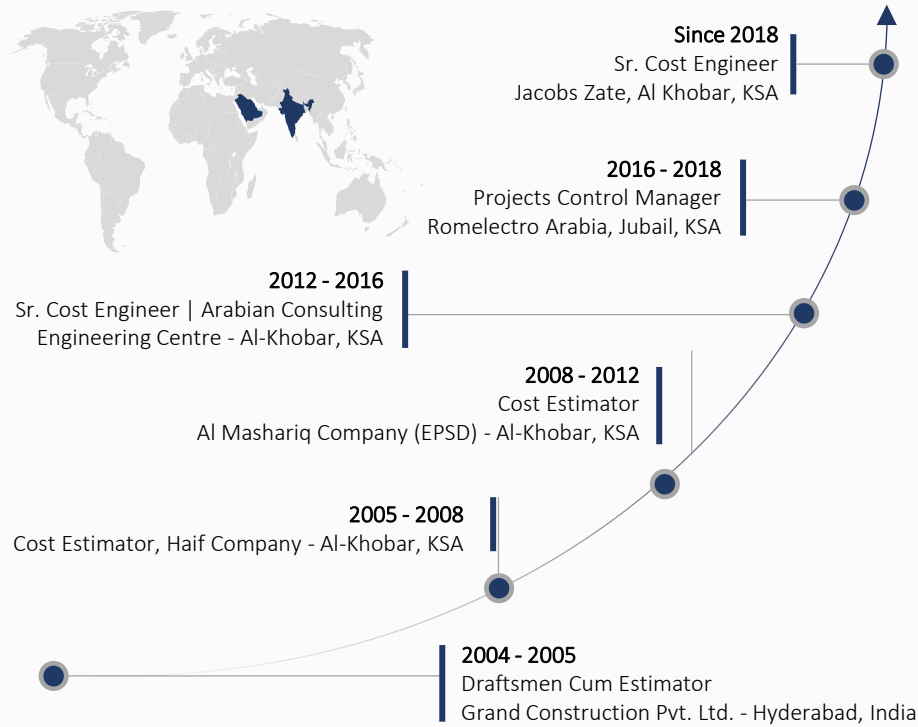
ANIT VIHAAN

Cost Engineering Specialist



I am a precise cost engineer, with 15 years of total experience and 13 years of significant experience in establishing project estimates, developing methods for altering cost models to adjust project needs and recommending effective ways to track spends. I collect and monitor data, manage risks, identify (if necessary) contingency plans and control changes. I have been recognized for providing accurate documentation for each cost element, indicating sources of data, assumptions used and other methodologies used to draw overall analysis. Exceptional analytical skills, including using projection modeling to determine patterns and predict trends. Innovative problem-solving abilities to develop practical and effective cost-saving solutions. Demonstrate excellent communications skills, including preparing verbal presentations and working with managers to explain and implement new strategies.

Career Timeline



Recognized For

- Assisting in preparing cost data for proposals and contract negotiations.
- Determining project scope, define requirements, works with UFI team and others to coordinate production, meet deadlines and customer requirements.
- Following the estimating life-cycle in accordance with prescribed standards and procedures.
- Establishing quote priorities based on evaluation and analysis of overall opportunities.
- Developing and implementing requirements for cost recording, reporting, and analyzing standards, programs, and reports.
- Streamline performance monitoring and control functions for specific applications, including the consistent use of applicable procedures.
- Providing financial reporting, trending data. Perform data analysis and development.
- Developing and/or revising manufacturing processes, procedures, work instructions.
- Reviewing contracts, budgets, spending reports, and logistics data to develop a comprehensive overview of project expenses.
- Using data driven analysis and projection models to estimate future costs and financial changes related to new projects and different objectives.
- Developing comprehensive strategies for increasing efficiency and lowering costs.
- Assisting managers during the implementation of new workflows, including meeting with project heads, technicians and executives to make real-time adjustments aiding towards meeting new challenges as needed.

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Skills Portfolio



- Funding Request (FR) Estimate
- Progress Billing
- Inventory Management
- Service Agreements

Academics

2011
Bachelors of Technology in Civil Engineering
Singhania University

2004
Diploma in Civil Draughtsmanship
Indo - British Academy

Critical Areas of Impact

Project Management

- Proactively facilitate and lead team discussions on project/study strategies, short-term and long-term project planning, opportunities for expediting timelines, identification of resource constraints, and proactively identify complex project issues and risks, and assure appropriate escalation.
- Manage meetings and facilitate discussions using meeting management best practices to drive project strategy, scenario planning, cross-functional communication, timely and effective decision-making, and successful execution of program objectives. Develop agendas and summarize key meeting discussions and decisions (meeting minutes).
- Develop, track and maintain project/study development timelines (integrated project timelines), project deliverables and milestones; including understanding and communicating inter-dependencies and critical path activities.
- Work closely with and build strong working relationships with cross-functional team members to develop a collaborative team environment and manage timelines for regulatory submissions to support project guidelines.
- Develop, track and maintain project Gantt charts, work with teams to identify key areas of improvement and efficiencies.
- Assists in the review of project team regulatory documents and SOP revisions, if relevant.
- Implementing and maintaining the company's Integrated Project Controls System.
- Identifying and applying Project Controls best practices.

Cost Control and Engineering

- Developing detailed Projects Cost Structures and coding under the Standard Work Breakdown Structures for various project types.
- Supporting tendering activities with detailed cost estimates and cashflows.
- Working closely with finance and project accounting to keep accuracy on cost allocation.
- Compiling, monitoring and reporting project performance, costs and progress.
- Performing variance analysis and developing effective strategies and recovery plans to bring cost in line with budget.
- Monitoring trends and supporting the preparation of the cost to complete estimate.
- Participate in and contribute to risk and opportunities assessments.
- Deploying earned value management.
- Defining and implementing basis for progress measurement and rules of credit.
- Cash flow development, reporting and forecasting.
- Supporting contract management on claims and change orders.
- Maintaining and developing cost database for benchmarking.
- Performing and coordinating ad-hoc project controls analysis and support.
- Remain responsible to control and monitor project total expenditure including verifying and checking of invoices and claims from suppliers, vendors and subcontractors to ensure that all project expenditures are captured and properly recorded.
- Provide planning and cost controlling support for all projects which includes variation reporting, monitoring of milestone progress to the preparation of customer billing processes, etc.,

Affiliations

Member PMI – Project Management Institute - I.D. 2292563 - 2014

Member AACE International - The Authority for Total Cost Management - I.D.102400 - 2012