

Rushikesh Anil Dalvi

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INSTRUMENTATION ENGINEER | MARKETING ADVISOR | PROJECT ENGINEER

A dynamic and driven Junior Project Manager and Marketing Advisor with 3.9 years of proven expertise, adept at providing comprehensive support, meticulous scheduling, and effective maintenance across a broad spectrum of equipment encompassing mechanical, electrical, civil, instrumentation, and administrative realms

Highly proficient in leveraging PMO tools like Microsoft Project Server, SharePoint, Jira, and Power BI to streamline project portfolio management, scheduling, and project control services, resulting in enhanced efficiency and productivity. Recognized for establishing fluid departmental connectivity through SharePoint and Microsoft Project Server, thereby optimizing workflow processes. Demonstrates exemplary leadership in driving the creation of thorough Scope of Work documents, ensuring precise alignment with project objectives and milestones. Skilled in crafting impactful marketing materials using Adobe Suites, showcasing a discerning eye for design and maintaining brand coherence. Excels in conducting insightful market research and analysis, enabling strategic decision-making and identification of pivotal trends and opportunities.

- Demonstrates a proven aptitude for conducting detailed reviews of P&IDs, Control System Architecture drawings, and vendor offers, enriching project deliverables' precision and quality to ensure adherence to exacting standards.
- Proficient in transforming data into actionable insights, playing a pivotal role in the seamless execution of marketing campaigns, and elevating brand visibility and market positioning through strategic communication strategies designed to resonate with target audiences effectively.
- Brings a wealth of experience in expertly harnessing Adobe Suites, Canva, and Microsoft Suites to craft bespoke documents and visuals tailored for market representation and campaign endeavors, showcasing a blend of creativity and technical finesse to drive impactful outcomes.

- ✓ **Project Management Tools Proficiency:**
- ✓ **Workflow Efficiency Enhancement:**
- ✓ **Scope of Work Development Leadership**
- ✓ **Technical Documentation Review Skills**

- ✓ **Marketing Material Development:**
- ✓ **Market Research and Analysis:**
- ✓ **Data-Driven Marketing Strategies:**
- ✓ **High-impact Creative Content Creation:**

PROFESSIONAL EXPERIENCE

Cocomama Restaurants, Clarens, Switzerland
Service and Administration assistance (Intern)

Jan 2024 – Aug 2024

- Managed daily operations and administrative tasks, ensuring 100% accuracy in inventory tracking, invoicing, and scheduling.
- Assisted in customer service management, reducing service response time by 15%, and improving overall customer satisfaction by 20%.
- Spearheaded the implementation of a digital reservation system that increased booking efficiency by 30%.
- Coordinated logistics and supply chain operations, maintaining a 95% stock availability rate across all restaurant outlets.
- Created detailed financial reports on expenditures, improving expense tracking and reducing unnecessary costs by 10%.

Key Skills & Keywords –

Customer service, inventory management, scheduling, invoicing, supply chain coordination, financial reporting, logistics management, digital reservations, stock availability, and restaurant operations.

Mettler Toledo International, Mumbai, India
Marketing Adviser

Feb 2022 - Nov 2022

Title: Mettler Toledo Marketing
Client: Mettler Toledo (Switzerland, USA and India)
Roles:

- Developed and executed data-driven marketing strategies, increasing lead generation by 25% and conversion rates by 18% in key markets.
- Conducted in-depth market research, providing actionable insights that resulted in a 20% increase in regional market share.
- Collaborated with cross-functional teams to launch 3 major product campaigns, generating over \$500K in new sales revenue.
- Implemented targeted email campaigns that improved customer engagement by 30%, boosting retention rates by 12%.
- Managed the marketing budget, reducing overhead by 15% while increasing ROI by 35% through optimized advertising spend.

Key Skills & Keywords –

Market research, lead generation, Salesforce Marketing Cloud, product campaign management, customer engagement, cross-functional collaboration, sales growth, ROI optimization, targeted email campaigns, marketing strategy, and budgeting.

**DB Technical Consultancy LTD, Lagos, Nigeria
Jr Project Manager / Instrumentation Engineer****Oct 2018 - Aug 2021**

Project: 1100MW Independent Power Plant

Client: DB Technical Consultancy LTD (Nigeria)

Roles:

- Led instrumentation engineering projects, delivering 100% of projects on time and under budget while maintaining strict quality standards.
- Supervised the installation and maintenance of instrumentation systems for 10+ industrial projects, reducing downtime by 25%.
- Developed project schedules and resource allocation plans that improved team efficiency by 20% across various engineering projects.
- Conducted risk assessments and implemented safety protocols, ensuring zero workplace incidents during project lifecycles.
- Liaised with clients, contractors, and team members to streamline communication, resulting in a 15% reduction in project delays.

Key Skills & Keywords –

Instrumentation engineering, project management, risk assessment, team efficiency, safety protocols, client communication, resource allocation, system installation, budget management, and industrial projects.

EDUCATION

Montreux Institute of Business Development, Montreux, Switzerland | (March 2023 – April 2024)

Master's in Business Administration

Bharti Vidyapeeth College of Engineering, Navi Mumbai, India | (July 2013 – July 2018)

Bachelor of Instrumentation Engineering