

Resume of Manoj

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SUMMARY

Experienced Civil Engineer with well developed skills in Construction & Project Management. Involved in key Projects such as Hospitals, Residential Apartments, Villas, Hotels, Food Courts, Software and Commercial Buildings like IT, Malls, Cinema Multiplexes and Steel framed Pre-Engineered Buildings. In Addition qualified in underground works, Piling, Infrastructure works in roads and bridges. Also self motivated enthusiastic professional with strong commitment to workplace safety and business objectives.

KEY SKILLS

- Construction and Project Management
- Design, Procurement and Pre-construction duties.
- Estimating, checking Bills, and negotiation Skills.
- Strong attention towards Engineering details
- Time and Man Management
- Proven track record in delivering multiple projects to time, budget and quality parameters.
- Experience in managing Complex and Turn key Projects.
- Excellent management of staff & project delivery experience including fast track Constructions.
- Ability to deliver the Project outcomes under Pressure and on time.
- Knowledge and Experience in managing other Engineering Services
- High Level of understanding on Safety, Quality, Health and Environment Subject.
- Capable of Planning, Scheduling and Micro-Scheduling.
- Knowledge in preparing Value engineered BOQ.
- Management on Contractual Obligations.
- Quick learner and a good Team player.

TRAINING AND SOFTWARE SKILLS

- Undergone training in Safety awareness and hold a White Card from Australia.
- Completed certificate course in Concrete Technology (UK Certified).
- Completed training in Communication Skills.
- Completed certificate course in Auto Cadd.
- Experienced in MS Project and Visio.
- Working Experience in MS Office.

CAREER SUMMARY

Started my career as a Site Engineer and successfully performed in different roles. Have received many appreciation and promotions based on my handwork and proficiency. I have about 10 years of industry experience, in which more than 8 years in Construction and Project Management and has a credit of executing more than 4.5 Million Sft of built-up area and large infrastructure works. Previously working with one of the Reputed Project Management company and have executed my duties to the satisfaction of Management.

CAREER PROFILE

Projects Handled

Year 2003-2013

- Textile factory and Effluent Treatment Plant.
- Huge Shopping centers
- Cinema multiplexes and Open Air theaters
- Software and IT Buildings
- Hospital
- Villas, Row houses and High-rise Residential Apartments.
- Five Star Hotel and Food courts.
- Pre-Engineered Building.
- Chapel
- Infrastructure works in Roads ,drainage and Bridges

Key Accountabilities:

Year 2003-2013

- Overall Responsibility of the Projects including Infrastructure works from Start to finish.
- Determining Scope, required resources and deliverables.
- Review Contract and specifications to develop methodology and staffing requirement to meet or exceed Contractual Requirement.
- Co-Ordination in planning the Master Schedule including Infrastructure with the Planning Engineer.
- Ensuring Construction Progress and productivity is alignment with Construction Schedule.
- Reviewing progress of Projects from the Project Managers and giving essential inputs to drive the project.
- Chairing the Design and procurement meetings at site to track the package status and escalating the essential requirements to design/procurement team for smooth progress of work.
- Presenting Weekly and Monthly Progress report of the Projects to clients inclusive of Design, Procurement, Site Progress, Schedule, Cash Flow Status and Contract Variations.

- Co-Ordination and maintaining healthy relation with Consultants.
 - Initiating works and conducting Kick-off meeting with the Contractors.
 - Monitoring the work Progress and conducting weekly progress review meetings. Highlight critical areas to streamline and trouble shoot by identifying possible hindrances for the works.
 - Monitoring the Bill checking process and Certifying the Contract Variations.
 - Expediting Consultants and Contractors Payments.
 - Initiating Scope change and forwarding to client with relevant supporting documents.
 - Preparation of appropriate record and documentation to expedite decision-making process.
 - Review and closely monitoring the project Schedule and work Progress .Negate the Critical issues.
 - Ensure all OH & S Procedures are followed at all times.
 - Client coordination in terms of budgeting, procurement, schedule review and control.
 - Guiding and motivating the Engineering team and Staff members to ensure healthy Environment.
 - Assisting the Liaison team of client in getting all relevant Statutory approvals for the building.
 - Applying the quality Control Procedures for the materials used and also for the other works and monitoring for no deviation as per Standard practice.
 - Co-Ordination with the facility team to ensure the project is delivered with zero defects.
 - To Ensure the Project is handed over to the end-user as per agreement and timelines.
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PREVIOUS DESIGNATION ROLE:

- Manager Projects

EDUCATIONAL BACKGROUND

- Bachelor degree in Civil Engineering.----**India**
- Diploma in Project Management-----**Australia**

ADDRESS FOR COMMUNICATION

No151, Ground Floor;
7th Cross; 10th Main;
Indiranagar; Bangalore-78

REFERENCE

Available on request