

CV#40000133

(Haryana)  
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+91

## :: SELF PROFILE ::

Highly Enthusiastic, confident and hardworking person with new ideas and concepts. Loyal towards my work. Interested to work in team as well as individually. Above all, my positive attitude towards various circumstances makes my personality different from others.

## :: EDUCATIONAL QUALIFICATIONS::

### **B-Tech.(2005-2008)**

**Branch-** Civil Engg.(72%)

**College:** RIMT- Institute of Engineering and Technology, Mandi Gobindgarh

### **Diploma (2002-2005)**

**Branch –** Civil Engg.(60.85%)

**College:** Govt. polytechnic Ambala city

**Board: S.B.T.E Chandigarh**

### **X (2000-2001)** (with 61%)

**School:** D.A.V public school Ambala city

**Board: C.B.S.E**

## PROFESSIONAL STRENGTHS::

- 1 Good communication and interpersonal skills that allow me to work in wide variety of environments.
- 2 Fluent in Speaking, Listening, Reading & Writing in English.
- 3 Positive attitude towards work and life propels me to constantly grow and prosper.
- 4 Having Sound Knowledge to facilitate timely completion of Project through planning and monitoring.
- 5 Preparing and monitoring prestart estimates, DD Stage & Final Budgets for Project in MSP – Depicting Monthly Cash Flow/targets , cost to complete and MIS reports & further tracking of achievements Daily/ weekly/ monthly
- 6 Creation of Complete Project in MSP & SAP for all resources, Material & services.
- 7 Certified internal Auditor for ISO 9001:2008 & OHSAS 18001:2007 implementation &

documentation.

## :: COMPUTER LITERACY ::

- 1 MS Office 2010, Including Excel, Word, Outlook, PPT & MSP.
- 2 SAP Implementation & use at project site in PS & MM Modules
- 3 Auto-cad 2007 & 2010 ( Moderate user only)
- 4 All Software & Hardware installation, troubleshooting etc.

## :: JOB EXPERIENCE OF 5.5 YEARS ::

- 1 Have done 6 months of Certified industrial training under **OMAXE Ltd.** at their site Omaxe greens Derabassi. (With Pile Foundation) (Jan 2008 to June 2008)
- 2 Executed a 4 story college building with **DIPS Institutions** (Venus Constructions PVT. LTD) Jalandhar.
- 3 Worked as a Project engg. with **Multitech towers pvt. ltd.Chandigarh** on a 14 story group housing project (with 200 flats) in Mohali- Punjab. (Sep 2008 to Nov 2010)
- 4 Worked as Assistant Manager – Execution with **Tata housing Development company Ltd.** at Gurgaon, Site – Raisina Residency. A Luxury segment Group housing project. (Dec 2010 to Mar 2012)
- 5 Presently working as Deputy Manager (planning & coordination) with **Tata Housing Dev. Co. Ltd** at Site MYST- Kasauli hills performing multiple tasks Like Planning, MIS, Budgeting, procurement of FIM, Billing & Contracts. It is a Premium Segment Housing project of Appx. 200 Cr having Row Houses & Villas at Kalth Ridge – Kasauli. (Apr 2012 till date)

## :: JOB RESPONSIBILITIES::

- 1 Responsible to Develop Project implementation Annual Engineering Plan & Project execution Plan incorporating milestone events, cashflow and drawing schedule.
- 2 Responsible for Planning & Updating the MIS reports like – Daily & Fortnight progress , Project review meeting, Executive summary , Liaison Review meetings, Various workshops & Coordination meeting
- 3 Responsible for Creating Project Planning in MSP- along with the Cost Loaded & further tracking of the Actual achieved project activities on Daily/monthly basis.
- 4 Monthly progress review with EVM / CCPM method by calculating EV, SV, CPI & SPI.
- 5 Responsible for Quantity Take off works from DD/GFC Drawings & Preparation of Project Budget Ranging from R0 (initial-DD stage) to R5 (Completion/Handing Over stage).
- 6 Preparation of Detailed BOQ in Co-ordination with Consultants/Architects & Floating of Tenders, attending Pre-bid, Negotiations & Awarding Work Orders/purchase Orders to

various agencies involved.

- 7 Responsible in Implementing SAP MM, PS & Other Modules for Creation of PO's , inventory management for materials, punching Goods received, Service Entries & controlling Budgets for the Project – Generating MIS Sheets from SAP.
- 8 Responsible for Receiving & Certifying, Itemized Running Account (R.A.) Bills, Full & final payments for all Work orders , material supply & other Overheads bills for the Project & further processing it through SAP.
- 9 As an Business Excellence Champion & ISO Internal Auditor, responsible implement all the processes as per the requirement of the certifications.
- 10 Team member for getting pre-certification from Indian green building Council for Platinum Rating
- 11 Quality Control & Indent, storage and reconciliation of the quantity of material.
- 12 Performing various field & Lab tests of various materials on site.
- 13 Preparation & checking of Contractor Bills and Daily Progress Report.

#### **:: PERSONAL DETAILS ::**

Date of Birth	:	Dec 4,1985
Father's Name	:	Mr. Gurbachan singh
Mother's Name	:	Mrs. Avtar kaur
Language	:	English ,Hindi & Punjabi
Nationality	:	Indian.

#### **:: DECLARATION ::**

I, solemnly affirm that above furnished information are correct to my knowledge.

**Date:**

**Place:**