# ANKIT TIWARI

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**PROFILE SUMMARY**

A responsible and highly motivated professional with overall 7.9 years+ of experience in Contracts and Claims Management, Dispute Resolution, Project management, Project Coordination and Planning with Vendor Management in multimillion-dollar infrastructure & Commercial Building projects from initial conception to completion of project. Innovative and reliable individual with ability to act quickly and calmly in order to achieve organization goals while coordinating with team of 20+ personnel within stipulated timeframe.



TOTAL PROFESSIONAL EXPERIENCE – 7 YEAR **9 MONTHS+**

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| **COMPANY** | **EXPER.** | **DESIGNATION** | **WORK PROFILE** |
|  |  |  | **Presently handling** |
| **L&T Construction**  (MTHL-1)  Sea Bridge Project | **1 YEAR**  **9 MONTH**  **+**  **(2021-**  **Till Present)** | **ASSISTANT MANAGER** | **CONTRACTS Administration. Daily Correspondences with various stakeholders involved in Project.**  **Preparing various Contractual Claims/EOT. Monitoring Physical Progress and associated issues/hindrances at Site.** |
| **Dilip Buildcon Limited** (Sangli-Solapur Road Project) | **2 YEAR**  **(2019-21)** | **ASSISTANT MANAGER** | **CONTRACTS Administration & involved in Land Acquisition process ON 4- LANING OF ROAD PROJECTS IN HYBRID ANNUITY MODE.** |
| **JMC Projects (I) Ltd.**  (Supreme Court | **2 YEAR**  **(2017-19)** | **SENIOR ENGINEER** | **CONTRACTS Administration of various Govt. and Private Buildings Projects.** |
| Additional Office, Delhi) Building Project |  |  | **Preparation of Pre-Bid Queries, Risk Analysis from Tender Documents. Involved in Arbitration.** |
| **N. GOUR INFRASTRUCTURE PVT.LTD** | **2 YEAR**  **(2014-16)** | **JUNIOR ENGINEER** | **Site Supervision** |

**KEY RESULT AREAS**

# Pre-Contract Management

* Review Tender Documents conditions.
* Preparation of Pre-bid queries based on Tender Documents.
* Preparation of Risk Analysis before submission of tender.

# Post Contract Management

* Well versed in FIDIC Contract.
* Drafting of letters / replies / documentation involving contractual matters for various ongoing projects.
* Flagging contractual issues and preparation of Claims (such as COS, EOT, any other claim for additional cost impact on the contractor etc.).
* Scrutiny of day-to-day correspondence of ongoing projects and ensure the contractual compliances within the timelines provided in the contract.
* Segregate/prepare case/issue wise file of each project and prepare brief note.
* Flagging the contractual issues in each project for discussion during project review meeting.
* Co-ordinate with the person responsible for Contract Management at Corporate Office in preparation of various documents required for CoS/Claim etc.
* Preparation of Contract Appreciation Document (CAD) along with Contractual timelines.
* Knowledge regarding different Mode of Agreement like HAM/EPC/Item rates. etc.
* Assisting in Preparation of Statement of Claim (SoC) for **Arbitration**.

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| **FUNCTIONAL AREAS OF PROFESSIONAL INTEREST** | QUANTITY SURVEYING & CONTRACT MANAGEMENT |
| **SOFTWARE PROFICIENCY** | BENTLEY, WRENCH, MS WORD, MS EXCEL, MS PROJECT, MS OUTLOOK, MS POWERPOINT |

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| **QUALIFICATION** | **BOARD** | **INSTITUTE** | **YEAR OF**  **PASSING** | **% MARKS**  **/CPI/CGPA** |
| PGP in **Quantity Surveying & Contract Management** | **National Institute of Construction Management** | **NICMAR, Hyderabad.** | 2016-17 | 8.37 |
| B.E. Civil | R.T.M NAGPUR UNIVERSITY | KITS, RAMTEK, NAGPUR | 2014 | 65.60% |
| 12th class | NAGPUR DIVISIONAL  BOARD | D.B. SCIENCE COLLEGE, GONDIA | 2010 | 74.67% |
| 10th class | NAGPUR  DIVISIONAL BOARD | G.N.H.S, GONDIA | 2008 | 81.38% |

ENGLISH, HINDI, MARATHI (READ, WRITE, SPEAK)

**LANGUAGES KNOWN**

I hereby affirm that the information furnished in this form is true and correct.

**Date:**

**Place:** Mumbai (M.H), India. **ANKIT HARISH TIWARI**