

## **PRASHANT SHARMA**

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### **SUMMARY:**

A result driven, self-motivated and resourceful quantity surveyor working as a part of a busy team, effectively managing all the cost relating to civil and metro projects. Possessing excellent foresight and the ability to plan ahead and assess and identify problems and find innovative solutions. Can communicate effectively and impart knowledge, ideas and concepts with contractors and would be an asset to an employer who respects loyalty and responsibility.

### **AREA OF COMPETENCY**

Contracts  
Cost Management  
Negotiations  
Procurement  
Schedule  
Quantity Surveying

### **PROFESSIONAL QUALIFICATIONS**

Post Graduation  
from NICMAR  
B. Tech in Civil  
Engineering  
Diploma in Civil  
Engineering

### **PERSONAL SKILLS**

Effective  
Communication  
Organized  
Analytical  
Strategic Planner

### **WORK HISTORY**

Jan 2018 to till  
date

#### **Project :**

1. Vidyagyan  
School at  
Dulhera and  
Sitapur  
(HCL): Feb  
2020 to till  
date
2. Godrej Golf  
Links: Jan  
2018 to Jan  
2020

### **DEPUTY PROJECT MANAGER CBRE SOUTHASIA PVT. LTD.**

Working and assisting team at several stages of the Project for smooth Construction.

### **PRE, DURING & POST CONTRACT RESPONSIBILITIES:**

- Pre-Qualification of Vendors
- Undertaking Bill of Quantities and Quantity Take Off.
- Establishing and close monitoring of Budget for all Contracts
- Managing complete bidding process including PQ & RFP
- Establishing pre-tender estimates
- Preparing Price Comparatives
- Negotiations
- Preparing draft work orders
- Claim Settlement
- Variations/Extra Items/Dispute Management
- Planning and Tracking the Project
- Establishing with Sub-Contractor initial submission of required documents and Contractual Obligations before commencement of works and make preliminary arrangements.

### **IT SKILLS**

EIP  
AUTOCAD  
MS EXCEL

### **PERSONAL DETAILS:**

Date of Birth:  
28-Jul-1990

Nationality: Indian

Marital Status:  
Married

Language Known :  
Hindi and English

### **HOBBIES:**

Reading novels,  
Listening music and  
Driving

- Contractual correspondence with the Vendors quoting mutually agreed terms and conditions of the contract.
- Interpretation of various Contract Conditions and clauses with respect to the Project requirement and Schedules.
- Assessment of Claims being submitted by the Vendor via Contractual Provisions.
- Assisting the Project Team on day to day basis on all Contractual Matters.
- Close monitoring of subcontractor's performance, in coordination with the execution team
- Assisting Financial Department with Preliminary Budget of Subcontractors to maintain the cash flow.
- Certifying Subcontractor's Interim Payment Certificate on work done basis (Performa Invoice)
- Accessing and certifying Variations in Contracts, if any.
- Follow up with all departments to maintain the payment terms.
- Close monitoring of subcontractor's performance, in coordination with the execution team
- Assisting Financial Department with Preliminary Budget of Subcontractors to maintain the cash flow.

### **SENIOR ENGINEER: QUANTITY SURVEYOR L&T STEC JV MUMBAI**

Worked as part of infrastructure team, taking responsibilities at different stages and working with limited supervision, involved in metro and infra projects.

### **PRE CONTRACT RESPONSIBILITIES :**

- Carrying out various tasks in preparation of Pre-Contract cost advice from preliminary to final design stage including cost comparison of different design construction option.
- Establishing Budget for all Contracts
- Ascertain Contractor and Sub-Contractor objective and other information to stipulate Procurement Requirement and Strategy.
- Undertaking Bill of Quantities and Quantity Take Off.

Dec 2016 to Jan  
2018

**Project :**  
Mumbai Metro  
Line 3- Contract  
MM3-CBS-UGC-  
07

Design and  
Construction of  
Underground  
Section including  
three  
Underground  
Stations at Marol  
Naka, MIDC and  
SEEPZ and  
Associated Bored

Tunnels together  
with a Ramp for  
the Depot  
connection

- Managing Bidding Process
- Preparation of Pre-tender estimates
- Initiates Sub-Contractor's Pre-Qualification Process and advise on selection of Sub-Contractors
- Evaluating received Quotations, analyses, checks and prepares Price Comparison Sheet
- Conducts Pre-bid meetings and clarifications with the sub-contractor.
- Assists in preparation of Letter of Award/Intent
- Arranging sub-contract documents for execution

**POST CONTRACT RESPONSIBILITIES:**

- Establishing with Sub-Contractor initial submission of required documents before commencement of works and make preliminary arrangements.
- Assists in preparation of work order/ sub contract agreement.
- Close monitoring of subcontractor's performance, in coordination with the execution team
- Assisting Financial Department with Preliminary Budget of Subcontractors to maintain the cash flow.
- Certifying Subcontractor's Interim Payment Certificate on work done basis (Performa Invoice)
- Accessing and certifying Variations in Contracts, if any.
- Follow up with all departments to maintain the payment terms.
- Prepare and maintain various reports for the department like work requisition report, contract summary, payment summary, contractor evaluation, etc.

**ENGINEER: QUANTITY SURVEYOR**  
**J KUMAR Infraprojects Limited**

Worked in challenging environment where time oriented results were delivered and new opportunities were grasped for sharpening my skills.

- Preparation of Bill of Quantities for various works

Mar 2015 to  
Dec 2016

**Project :**  
Delhi Metro  
Project (Phase

III) CC24 : Design and Construction of Tunnel by Shield TBM, Tunnels, Stations (04 Nos.) and Ramp by Cut & Cover method between Lajpat Nagar and Hazrat Nizamuddin

- Submission and getting Certification of Client Bill of Station
- Billing of Sub-Contractors
- Study of Drawings and Quantity Estimation from Drawings
- BBS of all structure works and get approved from Client
- Reconciliation of Material
- Calculating work done & balance work quantities
- Preparation of Cost to Completion at various stages of Project
- Coordinating with Site Engineers for Drawing related issues
- Documentation and filling work of Drawings. Keeping the records of drawing and follow up with Design coordinator and design consultant for the upcoming activities
- Sending BBS of different Structure to MEP and follow up from there as per our program
- Responsible for the execution works of construction of Foot Over Bridge, TVS, SVS and EVS at Station

**ENGINEER: CONTRACTS**  
**SOMA Enterprise Limited**

Worked in a prestigious organization that provided ample opportunities, challenges and the necessary technological expertise required to learn and to share my knowledge and skills among the professionals.

Dec 2012 to  
Mar 2015

**Location:**

Regional Office  
Gurgaon.

**Projects:**  
Infrastructure

- Techno Commercial Bidding
- Quantity Estimation for Tender Submission
- Contractual Correspondence with Client
- Attending Pre-bid meetings with Govt. Clients for various projects
- Rate Analysis
- Doing Cost Analysis for Ongoing Projects
- Preparing flysheet for new projects

**DECLARATION:**

I hereby declare that the above information is true to best of my knowledge

DATE:

PLACE:

(PRASHANT SHARMA)