

## **RESUME**

**Name: MD.IMRAN KHAN**

**H.No – 612/12 ZAKIR NAGAR, JAMIA NAGAR, NEW DELHI**

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### **Carrier Objective**

To pursue a challenging career in the field of Project Management and associate with an organization that offers me opportunity to grow and I am willing to contribute in company's success with my experience to whom I am associated with.

### **Professional Experience:**

**Organization-1 : M/S H.S.OBEROI BUILDTECH PVT LTD.,  
NEW DELHI**  
COMPANY DEALS IN CIVIL CONSTRUCTION, INTERIOR DECORATORS, AND STEEL FABRICATION.

**Designation : Project Manager**

**Duration : OCT 2004 TO 23<sup>rd</sup> April-2012**

**Organization-2 : DTZ International Property advisors Pvt ltd,  
DTZ a UGL Company  
Project Management Services**

**Designation : Assistant Project Manager**

**Duration : 24<sup>th</sup> April 2012 to Till Date**

**Job Profile : INTERIOR FITOUTS**

#### **➤ PROJECT MANAGEMENT :-**

- Handling Site work: - Co-ordination with client regarding the work.
- Coordination with Vendors & contractors.
- Maintaining Running Bills Records.
- Certification of Contractors Bills.
- Weekly Project Reports.
- Organize weekly meeting with all vendor & Architect to understand and resolve their queries.
- Concal with client to understand his expectation and demand & work accordingly.
- Studying of drawings, BOQ, Tender & work accordingly.
- Ensuring Health & Safety of vendors & labors to avoid any injury or accident at site.

#### **➤ Projects Done :-**

- **Commonwealth Games 2010:-** Interior Fit outs Works for their corporate office at NDCC-II, Connaught Place.

- **Reliance Industries Ltd:** - Interior Works for their **Retail Store-Reliance Time Out, Reliance Book Store, Reliance Digital** at Ambience Mall Gurgaon.
- **Monitor Group:** - Interior Works for their offices at Noida, Saket, Gurgaon.
- **Flour Daniel India Pvt Ltd:** - Interior Fit outs work for their office at Gurgaon, Building-8, Tower-B 3<sup>rd</sup> Floor, Cyber city, Gurgaon.
- **Star News head office:** Civil & Interior work for their office at Noida, sec 58.
- **Indusind bank** : Civil & Interior work for their office at Noida, Sec 18
- **Delhi airport metro Express line:** finishing work for their stations i.e.: **Shivaji & Dhaula kuan station.**
- **Spheris India Pvt. Ltd.:** Interior Fit outs work for their office at Gurgaon. 10<sup>th</sup> floor Sec 39
- **Land side staff canteen ,GMR:** Civil and interior work, Delhi international Airport, New Delhi
- **TDI Corporate Office:** Civil and interior work, Vandhana building, Upper ground floor, Connaught place, New Delhi
- **British Telecom:** Interior Fit out work for their office at Gurgaon, Info Space, Tower-B 09<sup>th</sup> & 10<sup>th</sup> Floor Unitech Building, Dundahera Village, Gurgaon
- **Expedia Project:** Cyber Green, Bldng-5 Tower-C, 22<sup>nd</sup> Floor, Gurgaon
- **WS ATKINS:** Cyber Green, Building 7-C, 18<sup>th</sup> & 19<sup>th</sup> Floor, Gurgaon

Educational Qualifications:
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No	EXAMINATION	COLLEGE
2	Three years Diploma in CIVIL Engineering 2004	<u>BOARD OF TECHNICAL EDUCATION</u> <u>Govt. of NCT of Delhi, New Delhi</u>
3	H.S.C – 1997	<u>Jamia Millia Islamia school Board, New Delhi</u>
4	S.S.C – 1999	<u>Jamia Millia Islamia school Board, New Delhi</u>

Operating Systems Known:

Knowledge of MS-Office, Excel, MS Project, Internet etc.

### Personal Details

Permanent Address : 612/12 Zakir nagar, Jamia nagar, New Delhi - 110025.

Date of Birth : 01 March 1982

Languages : English, Hindi, Urdu

Hobbies : Listening to music, Travelling, Watching & Playing Cricket

I hereby declare that information mentioned above is true with the best of my knowledge.

**Date: 23<sup>rd</sup> May-13**

**Md. IMRAN KHAN**