** RESUME**

**Bilas Kumar Dinda**

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| **Career Objectives:** | |
|  | To work in an organization where professionalism and enthusiasm is recognized and to work for achieving company objectives with utmost sincerity and dedication to achieve strategic business plan. |
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|  | **Career Achievement:** |
|  | Seeking a challenging career in professional organization which utilizes my skill to their fullest potential and to be a part of the team that work dynamically and efficiently towards the growth of the organization. |
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|  | **Skill Sets:** |
|  | 1. Drawing studying & Estimation of different structures as well as executing. 2. Technical and contractual letter Drafting. 3. Planning, scheduling, co-coordinating and monitoring of projects progresses. 4. Knowledge of Microsoft Project. 5. Drawing by Auto- Cad Software. 6. Project Control. |
| 6 YEARS WORKING EXPERIENCE WITH DEGREE IN CIVIL ENGINEERING IN CONSTRUCTION FIELD AS A CIVIL ENGINEER (Planning Engineer) | |
| |  |  |  |  | | --- | --- | --- | --- | | Sl No | Organization | Details | | | 1. | **Govt. Project (Kolaghat Dev. Block)** | **Office** | **Govt. Project**  **(Kolaghat Dev. Block)** | | Location | Kolaghat.Purba Medinipur, West Bengal. | | Designation | **Technical Assistant** | | Period | July, 2010 to till date. | | **Job**  **Responsibilities** | 1. Supervision and monitoring of Construction work.  2. Preparation of estimate of building project by Govt. schedule. Planning and Billing work.  3. Calculating the man power due rebar activity & providing the man power at site.  4. Preparing daily and monthly reports.  5. Preparation of Reconciliation of Rebar with controlling wastage of rebar.  6. Guide the sub Contractor with project progress.  8. Monitoring of staff and machinery recourse projects specific duties and responsibility.  9. Preparation of BBS of Building Project.  10. Preparation of Project Drawing by AUTO-CAD. | | 2. | **RAHEE**  **INDUSTRIES LIMITED** | Corporate Office | **CENTURY TOWERS, KOLKATA, WEST BENGAL** | | Site Location | Jharsuguda, Orissa | | Designation | **Site Engineer** | | Period | January, 2010 to July, 2010 | | **Job Responsibilities** | 1. Good working knowledge as a site Supervision.  2. Estimated Projects by coordinating with contractor.  3. Surveying By Auto- Level & Total Station.  4. Setting out (Making the position of structures) & leveling the site.  5. Bridge Pilling experience.  6. Layout of pile foundation of river bed.  7. Preparation of BBS of Pier foundation.  8. Preparation of tender documents and floating of tenders.  9. Preparation delay analysis from the delay report submitted by contractor and forwarding the same to the client for the approval.  10. Preparation of all billing schedules for the projects. | | 3. | **KSS**  **INFRASTRUCTURE INDIA PVT. LIMITED** | Corporate Office | **VATIKA TOWERS, GURGAON** | | Site Location | Guna, Madhya Pradesh | | Designation | **Assistant Engineer** | | Period | October, 2009 to January, 2010 | | **Job**  **Responsibilities** | 1. Submission of MIS –flash report, WRP, plan vs achievement , CCR analysis etc.  2. Preparation of agenda/ presentation for minutes of meeting, Project performance review, visitor/ Sr. officer level.  3. Handling of Theodilite , Auto Level.  4. Oil Pipe foundation, Launcher & receiver, Sump Tank.  5. Maintaining the all records related the Execution work.  6. Check the material quality as per the prescribed standards.  7. Attending weekly meeting with client & consultant. | | 4. | **IVRCL INFRASTRUCTURE**  **&**  **PROJECTS LIMITED** | Corporate Office | **VIJAYANAGAR, HYDRABAD** | | Site Location | Dahej Petrochemical Complex, Gujrat | | Designation | **Junior Engineer** | | Period | November, 2008 to October, 2009 | | **Job Responsibilities** | 1. Testing of Soil, sand, coarse aggregate, cement, cube and reporting to client with proper format.  2. Preparation of mix design.  3. Hally pad in-charge.  4. Preparation of Bar Bending Schedule & taking approval by client , also executing the RCC work at site.  5. Checking of engineering drawings for execution at site.  6. Preparation delay analysis from the delay report submitted by contractor and forwarding the same to the client for the approval.  7. Coordination with vendors for delivery of materials with in Contractual Delivery Date (CDD).  8. General site and client co-ordination.  9. Project Planning, Monitoring & Control of Progress with progress controlling tools. | | |
| **EXPART IN COMPUTER**  Operating Systems : Windows xp / Windows 7  Software Package : AUTO- CAD  **EDUCATIONAL QUALIFICATION**:  **ACADEMIC QUALIFICATION**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **EXAM PASSED** | **BOARD** | **YEAR OF PASSING** | **% OF MARKS** | **DIVISION** | | Secondary | W.B.B.S.E | 2002 | 77.75 | 1st | | Higher Secondary | W.B.C.H.S.E | 2004 | 60.9 | 1st |   **TECHNICAL QUALFICATION**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **EXAM PASSED** | **BOARD** | **YEAR OF PASSING** | **% OF MARKS** | **DIVISION** | | **Diploma in Civil Engineering**  **( Govt. College)** | **W.B.S.C.T.E** | **2008** | **77.00** | **1st**  **(Distinction)** | | **Degree in Civil Engineering** | The Institution of Civil engineers  ( India) | **2012** | **69.00** | **1st** |  PERSONAL DETAILS: **NAME**  : **Bilas Kumar Dinda**  **FATHER’S NAME** : Mr.Subhas Chandra Dinda  **DATE OF BIRTH**  : 25-07-1987  **PERMANENT ADDRESS** : Mr.Subhas Chandra Dinda.  VILL- Narayan Pakuria  P.O - Namal Barh  P.S - Kolaghat  DIST – Purba Medenipur.  PIN - 721151  STATE –West Bengal  **NATIONALITY**  : Indian  **SEX**  : Male  **MARITAL STATUS** : Single  **RELIGION :** Hinduism  **CATEGORY** : General DECLARATION: I here by declared that all the above information is correct and true to the best of my knowledge and belief.  Thanking You.  Yours faithfully,  **Bilas Kumar Dinda** | |
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