Date :- 14th February'2022.

To,

Dear Sir,

**Subject :- APPLICATION FOR THE POST OF “PROJECT MANAGER” (Construction Management & Contracts Management)’.**

From reliable source, I am an applicant Mr. Jayeshkumar Muljibhai Joshi, come to know that there are vacancies for the post of “PROJECT MANAGER” in your valued & esteemed organization. I am an applicant is pleased to forward my Resume/Application for the same.

1. Name of Applicant :- Jayeshkumar Muljibhai Joshi.
2. Date of Birth :- 14/04/1966.
3. Qualification :- Bachelor Of Engineering (Civil), First Class With Distinction in August’1991, from Birla Vishvakarma Mahavidyalaya Engineering College – Vallabh Vidyanagar :-388 120, Dist. Anand, Gujarat State, India.
4. Work Experience :- Since October’1991 To November’2018 With ELECON ENGINEERING CO. LTD. – MHE DIVISION – VALLABH VIDYANAGAR.
5. CONSTRUCTION ACTIVITIES Of Time Bound Turn-Key Projects (EXPERIENCE About 17 YEARS).

* Soil Investigation, Dumpy Level Survey, Theodolite Survey, Site Mobilization.
* Earth Work, R. C. C. Shallow Foundations Comprising Raft Foundations, Isolated Footings, Combined Footings, R. C. C. Deep Foundations Comprising Pile Foundations, Deep Box Structures, Tunnels, Pressure Grouting.
* Industrial Buildings Comprising Of R. C. C. Frame Work, Brick Work, Plastering, Roofing, Painting, Flooring, Water Supply Work, Sanitation Work, Roof Water Proofing, Plinth Protection, Etc.
* Bitumen Roads, Storm Water Drainage, Cable Trenches, Etc.
* Structural Steel Work Comprising Sand Blasting, Fabrication, Painting, Structural Erection (Up to 50 Meter Height From Ground Level).
* Mechanical Erection Of Material Handling Equipments Comprising Belt Conveyors and Heavy Machines Such As Stacker Reclaimers, Wagon Tipplers, Side Arm Chargers, Feeders, Crushers, Travelling Trippers At Bunker Floor (Up to 20 Meter Depth And Up to 50 Meter Height From Ground Level).

Work Experience At Following Projects :-

1. IB Valley Thermal Power Project – Orissa Power Generation Corporation – Orrissa.
2. Talcher Super Thermal Power Project – National Thermal Power Corporation – Orissa.
3. Ramagundem Open Cast Mine – Singareni Collaries Company Limited – German Consortium “Krupp And O & K And Strabag” – Andhra Pradesh.
4. Koradi Thermal Power Project – Maharastra State Electricity Board – Maharastra.
5. Kutch Lignite Thermal Power Station, Panandhro – Gujarat Electricity Board – Gujarat.
6. Rayalseema Thermal Power Project – Andhra Pradesh State Electricity Board - Andhra Pradesh.
7. Chandrapur Thermal Power Project - Maharastra State Electricity Board – Maharastra.

* Preparation Of Techno-Commercial Enquiry, Estimation Of Quantities, Evaluation and Comparison Of Offers, Rate Analysis, Negotiations, Cost Control, Placement Of Work Orders For Civil Works, Structural Steel Works, Mechanical Erection & Testing & Commissioning & PG Test Of Material Handling Equipments.
* Planning, Scheduling, Monitoring, Expediting, Co-Ordination For Site Activities Of Time Bound Projects.

1. PROJECT & CONTRACTS EXECUTION Of Time Bound Turn-Key Projects (EXPERIENCE About 10 YEARS).

* Thorough Study Of Notice Inviting Tender Consisting Techno-Commercial-Contractual Documents, All Pre-Award Correspondences, Purchase Orders And Seeking Clarifications From Clients w.r.to Ambiguities/Discrepancies & Receipt Of Amendments To Purchase Orders.
* Preparation Of Draft Contract Agreements, Discussions & Final Amicable Resolutions With Clients And Signing Of Contract Agreements.
* Planning, Scheduling, Monitoring, Expediting, Time & Cost Control Of Time Bound Turn Key Projects.
* Preparation Of Project Master Schedule and Updation Thereof.
* Co-Ordination With Internal Departments :- Project & Marketing Deptt., Various Design Deptts., Purchase Deptt., Planning & Production Deptt., Quality Assurance & Control Deptt., Accounts & Finance Deptt., Taxation Deptt., Insurance Deptt., Import & Export Deptt., Various Branch Offices.
* Co-Ordination With External Agencies :- Clients/Purchasers, Designers & Consultants, Third Party Inspection Agencies, Clearing & Forwarding Agents.
* Routine Follow Up Correspondences With Clients/Purchasers Regarding Pending Inputs, Pending Approvals Of Drawings/Data Sheets/Quality Assurance Plans, Pending Approval Of Sub-Vendors, Pending Approval Of Billing Break-Ups, Pending Payments.
* Correspondences With Clients/Purchasers related to Techno-Commercial-Contractual-Time Implications due to Change Of Scope/Specifications.
* Conducting Internal Progress Review Meetings and Preparation of Meeting Notes duly Highlighting Delay and Suggesting Remedial/Corrective Actions.
* Preparation and Submission of Updated Monthly Progress Reports to Clients/Purchasers Including Area Of Concerns & Constrains.
* Attending Project Review Meetings with Clients/Purchasers and Signing Record Notes Of Discussion/Minutes Of Meeting.
* Preparation Of Time Extension Applications due to Delay In Approval Of Various Techno-Commercial Documents By Clients/Purchasers, Delay In Release Of Fronts, Site Facilities, Payments By Clients/Purchasers And Settlement Thereof.
* Preparation Of Extra Price Claim Applications due to Change Of Scope/Specifications.
* Time & Cost & Damage Control, Risk & Crisis Management, Resource Planning.
* Customer Care and Satisfaction.
* Liaoning with Agents and Government Departments.
* Closing Contracts by means of Receiving All Legitimate Payments, Receiving Duly Discharge Original Advance Payment & Contract Performance Bank Guarantees.
* Arbitration Case.

1. Marital Status :- Single.
2. Computer Knowledge :- M. S. OFFICE.
3. Contact Details :-

Residential Address :-

“Matruchhaya”, 1 – Viral Society,

Behind Grid,

Anand – 388 001, Gujarat.

E-Mail :- [jmjoshi1966@gmail.com](mailto:jmjoshi1966@gmail.com)

Mobile No.:- +91 9724077970.

1. Expected CTC = Negotiable.
2. Other Work Experience :-

(a) From December'2018 to April'2021, have worked as a Consultant, providing services for Construction Supervision, Project Planning & Scheduling & Monitoring & Management.

(b) From May'2021 to Till working as "Project Manager", with Vishnu Prakash R Pungalia Ltd - Jodhpur, at project site Silchar, Assam State, for 27.10 MLD capacity Water Treatment Plant, Over Head Reservoir ( Water Tank), Piping Work.

(10) Total Experience :- ABOVE 30 Years.

Hope, you will find my “MULTI DIMENSIONAL EXPERIENCE” suitable for your valued & esteemed organization.

I look forward for your favorable response at the earliest and will feel highly obliged.

Thanking You,

Yours Truly,

**(J. M.JOSHI)**