**Ajay Patil**

**Address**: - B-9, Siddhath Appt, Sripadwadi, Daxini soc, Maninagar, Ahmedabad-380008.

**Contacts:** +919033099595, +919978416099 Email**:** ajay904@gmail.com

Over 16 years of experience in Civil Engineering Field currently working with **CEPT University** as **Campus Manager- Estate and Facilities Administration**

**ACADEMIC QUALIFICATION:**

* Facilities Design Briefing - Certificate Course from CEPT University (2016)
* B.E. Civil Engineering from L.D. Collage of Engineering with First Class (2008)
* Diploma in Civil Engineering from Govt. Polytechnic, Ahmedabad with Distinction.(2001)

**COMPUTER SKILLS:**

* **SOFTWARE:** GIS Tools, Autodesk Map , MS Office, SAP MM, MS Project
* **OPERATING SYSTEM:** Windows

**TRAINING-WORKSHOP:**

* Auto CAD training from Autodesk Corporation at TTSL, Ahmedabad
* GE Small World Training from TCS, Hyderabad
* MapInfo professional Training from Pitney Bowes MapInfo Corporation at Mumbai
* Training on Negotiation Skills from Academy of Sales and Research Management-Tata
* Sector Planning (Town Planning) Project with complete Topographic Layout with Plan Table Survey, Contour map preparation and Zonal Planning (Building) along with respective BOM-BOS Report at Gujarat University Ground, Ahmedabad.

**PROFESSIONALNAL EXPERIENCE:**

**CEPT UNIVERSITY *JULY 2014 ~ TILL DATE***

Designation : Campus Manager- Estate and Facilities Administration

Department : Campus Office

**Key Responsibility Areas:** Looking after all Operational and Maintenance activities at CEPT University, Ahmedabad

* Utilize existing resources to manage the repair and maintenance of the critical elements needed to keep existing facilities functioning efficiently.
* Develop contractor network in order to get efficient services for the university premises.
* Carryout Tendering Process to get best possible Services\Materials require for various Operational Services by developing tender documents.
* Regular inspection of Campus area and identify the repair and maintenance work (Building Maintenance, Plumbing, Waterproofing, Carpentry, Electrical etc.), coordination with management for its approval.
* Serving as the primary means of communication between the locations, the contractors and staff
* Utility – Network Database management for Campus in Software like Google Earth and AutoCAD
* Preparation of Standard Operating Process for O & M
* Preparation of various Policies\Guidelines related to campus operations
* Initiative for New services\resources for campus operations.
* Supervising and managing subordinate – field staff.
* Annual Operational Budget Preparation and regular tracking for Campus Operations.
* Preparation of presentation for periodic Operation works and its status.
* Coordination with Accounts for Bills processing.
* Providing Support to Project Team from Operations point of view for New Development in Campus.
* Space Management to enable optimum utilization of spaces.

**SAHARA INFRASTRUCTURE AND HOUSING *DEC 2012 ~ JUNE 2014***

**(SAHARA PRIME CITY LTD)**

Designation : Asst. Manager

Department : Technical Support

**Key Responsibility Areas:** To provide all technical support to liaison team for approval/sanction of the project under west zone, to provide Technical Support to Implementation Team and Maintenance Team from civil engineering side.

* Feasibility study for upcoming Township project in terms of Customer statistics and surrounding locality by Using GIS Software like, MapInfo, Google Earth, AutoCAD.
* All works related to approvals/sanctions of Sahara City Homes/other projects.
* Coordination with concerned approving authority regarding approvals/sanctions and deliveries of results.
* Preparation of different internal reports and budgets of approvals.
* Coordination with architect in preparation of approval drawings in term of building bye laws etc.
* Coordinating/resolving issues of project site in terms of approvals/sanctions.
* Project planning in terms of approvals/sanctions.
* To coordinate and resolve issues with different sections in terms of approvals/sanctions within company.
* Coordination with Project-Implementation Department and maintaining documents related to quality-Audit.
* Maintaining Project wise MIS Database Vendor Evaluation, Vendor Rating, Vendor Quality assessment etc
* Active Participation in Audits assessment conducted in regular intervals as per corporate guidelines.

**TATA TELESERVICES LTD. *OCT 2007 ~ NOV 2012***

Designation : Asst. Manager

Department : Technical-Civil (Operation and Maintenance)

**Key Responsibility Areas:** As a Team Member of Technical-Civil Department in Organization Looked after Planning, Implementation and Maintenance of Civil Works.

* Checking of the contractor’s Bills & Forward the same to Finance for release of payments including capitalizing in SAP system.
* Crosschecking of work in progress or work done for quality-quantity according to design or bill and applying analytical thinking and troubleshooting.
* Negotiation with vendors for Civil Services and Material supply along with work order terms and rates for get best services in lowest rates.
* Rate analysis for Standard and non-standard services as well as material items.
* Purchase Requisition generation of capex and capex documentation for implementation as per BOM-BOS (Technical side of Work Order).
* Ordering as per procurement & dispatching of material as per requirement.
* Inventory Control using standard and best methodologies.
* Planning for the long lead items as per the production planning.
* Maintaining the stores for Issues and Receipts.
* Coordinating with site personnel regarding material & Dispatch, Design, Drawings related to civil works.
* Preparing & updating As-built drawings in CAD\GIS Format and providing to O&M for maintenance activity.
* Taking responsibility in resolving queries raised by auditors during internal / external audits.
* Keeping track records of total capitalize amount upto till date, details of infrastructure project wise.
* Analysis of Network coverage and Customer behavior Statistics by Using GIS Tools like AutoCAD, MapInfo, GE Smallworld, Arc GIS for future planning.

**BHARTI AIRTEL LTD JULY 2005 ~ OCT 2007**

Designation : Technical Officer

Department : Planning and Design-Infrastructure

**Key Responsibility Areas:** Planning & Design of various Telecom Civil infrastructural projects at Gujarat Circle.

* Feasibility study for upcoming Telecom project in terms of Market requirement and Infrastructure requirement by Using GIS Software like, MapInfo, Google Earth, AutoCAD Preparation of Estimates and Costing of any kind of civil projects.
* Preparation of design drawings in CAD for project implementation.
* Rate analysis for Standard and non-standard services as well as material items.
* Purchase Requisition generation of capex and capex documentation for implementation as per BOM-BOS (Technical side of Work Order).
* Cross checking of new & existing Design and making necessary changes.
* Providing Technical Guidance to Project Team during Project Implementation.
* Auditing of work in progress or work done for Quality-Quantity according to design or bill pertains to Telecom infrastructure of Civil & Electrical.
* Preparing & updating As-built drawings in CAD\GIS Format and providing to O&M for maintenance activity.
* Support to Liasioning wing in getting Right of Way (RoW) permission from Government / Semi Government / Other operators and private sectors.

**DAT ENGINEERING ENTERPRISE & TATA TELE (On Contract) APR 2002 ~ JULY 2005**

Designation : Engineer

Department : Technical-Civil

**Key Responsibility Areas:** Planning & Design of various Civil projects with PMC service including following responsibilities.

* Preparation of Estimates and Costing of any kind of Civil projects.
* Preparation of design drawings in CAD for project implementation.
* Route Surveys and Site Feasibility Surveys for Telecom connectivity.
* Route planning for Telecom tower connectivity.
* Cross checking of new & existing Design and making necessary changes.
* Arranging Right of Way (RoW) permission from Government / Semi Government / Other operators and private sectors.

**SHIV CONSTRUCTION NOV 2001 ~ APR 2002**

Designation : Site Supervisor

Department : Construction

**Key Responsibility Areas:** Site Supervision for various construction projects.

* Monitoring and follow up day-to-day different activities on site.
* Responsible for Optional utilization of men and material.
* Liasioning with client and sub-contractor.
* Quality control in all trades of construction.

**PERSONAL PROFILE**

* Name : Ajay Patil
* Date of Birth : 24-01-1983.
* Languages Known : English, Hindi, Gujarati, and Marathi.
* Marital Status : Married

Ajay Patil Date