

# *Curriculum Vitae of Mr. M. Balaji*

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1	<b>Name</b>	: <i>M. Balaji</i>																				
2	<b>Date of Birth</b>	: 20.05.1981																				
3	<b>Nationality</b>	: Indian																				
4	<b>Permanent Address</b>	: No4 / 47 New Street, SanrorKuppam, Ambur, Vellore District TamilNadu - 635814																				
	<b>Telephone No's</b>	: +91 73585 20865 : +91 95519 11245																				
	<b>Email Address</b>	: <a href="mailto:bhalajimuthu@gmail.com">bhalajimuthu@gmail.com</a>																				
5	<b>Education</b>	: Diploma in Civil Engineering (ARCH) - 2000																				
6	<b>Other training</b>	: Auto cad2000, MS Office, Internet Explorer																				
7	<b>Languages &amp; Degree of Proficiency :-</b>	<table><thead><tr><th><b>Languages</b></th><th><b>Speaking</b></th><th><b>Reading</b></th><th><b>Writing</b></th></tr></thead><tbody><tr><td>English</td><td>Excellent</td><td>Excellent</td><td>Excellent</td></tr><tr><td>Tamil</td><td>Excellent</td><td>Excellent</td><td>Excellent</td></tr><tr><td>Telugu</td><td>Excellent</td><td>---</td><td>---</td></tr><tr><td>Hindi</td><td>Excellent</td><td>---</td><td>---</td></tr></tbody></table>	<b>Languages</b>	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>	English	Excellent	Excellent	Excellent	Tamil	Excellent	Excellent	Excellent	Telugu	Excellent	---	---	Hindi	Excellent	---	---
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English	Excellent	Excellent	Excellent																			
Tamil	Excellent	Excellent	Excellent																			
Telugu	Excellent	---	---																			
Hindi	Excellent	---	---																			
8	<b>Countries of Work Experience</b>	: INDIA																				
	<b>Key Qualifications :-</b>	I am having more than 18 years of Professional experience on Residential High-rise Apartment , Villas & Commercial Buildings My responsibilities includes Site monitoring and Arrangement, Cross checking of works, Involve in checking of all bills made by Juniors with Technical specifications and relevant standards also with client approvals.																				
9	<b>Employment Records</b>																					
9.1	<b>Period (From - To)</b>	Oct 2016 – Till Date																				
	<b>Employer</b>	<b>Radiance Realty Developers India Limited, Chennai</b>																				
	<b>Position Held</b>	Deputy Manager ( Project )																				
	<b>Work Undertaken:-</b>	MANDARINE-Thoraipakkam and EMPIRE PROJECT - perambur Chennai. Now Worked at Radiance ICON in Koyambedu -Chennai.																				

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**Description of Duties:-**

*Projects all Arrangements, Project Bill Projections as per that project planning.*

**Detail Task assigned**

- As responsible project in charge of the site in all stages of work.
- Execute the planned activities of the day and maintain no lack in the work.
- Pre schedule the next work and make some value engineering in the work.
- Report all works to DGM in site.
- Ensure all quality and neat work in entire activities.
- Responsible for all safety activities.
- Guide Engineers in all works and allocate the works.
- Report to office regarding the work.
- Responsible for company assets.
- Plan the monthly progress of the project.
- Check the bills and ensure payments to contractors

**9.2**      Period (From – To)  
Employer  
Position Held

June 2012 – Sept 2016  
**M/S Karismaa Foundation Private Limited, Chennai**  
Manager ( Projects )

**Work Undertaken:-**

**RSK Orchid Garden – RSK pvt Limited , OLYMPIA PANACHE – Navalur.**

**Detail Task assigned**

- As responsible project in charge of the site in all stages of work.
- Execute the planned activities of the day and maintain no lack in the work.
- Pre schedule the next work and make some value engineering in the work.
- Report all works to DGM in site.
- Ensure all quality and neat work in entire activities.
- Responsible for all safety activities.
- Guide Engineers in all works and allocate the works.
- Report to office regarding the work.
- Responsible for company assets.

**9.3**      Period (From – To)  
Employer  
Position Held

Nov 2007 – May 2012  
**M/S DLF Projects Limited**  
Senior Engineer - Projects

**Description of Duties:-**

*Involving in Site execution, Site Arrangement, Monitoring, BBS Checking, Etc.*

**Detail Task assigned**

- Reporting to Senior Project manager about all aspects in Site activities
- As a Senior Engineer provided guidance to team members
- Responsible for site execution of various construction inputs
- Allocation of works to all contractors working in the project continuously
- Attending meeting to discuss the delay of the progress and take the corrective measures to the projects
- Preparation and Monitoring the various subcontractors bills on time
- Creating Safety measures work Effectively

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**Work Undertaken:-** *Involving in the Construction of Building project DLF Garden city – OMR Premium Residential housing project of Value 1150 Crores.*

**9.4**    **Period (From – To)**                          *Aug 2004 – Oct 2007*  
         **Employer**    *M/S EMAS Engineers & Contractors Private Limited*  
         **Position Held**                                         *Senior Engineer*

**Description of Duties:-**

*Responsible for Construction activities with all Arrangement*

**Detail Task assigned**

- For construction work and Site responsibility acting as Project engineer
- Working with Client for expansion for Projects
- Frequently checking of safety measures and Responsible for safety work Atmosphere
- Maintain report of all contractor for proper execution of the projects on a daily basis
- Responsible for required adequate labour mobilization

**Work Undertaken:-**

*Involving in the Construction of Building project like*

1. Lifeline Hospital Projects at Perungudi - Chennai
2. World Bank Office projects at Taramani - Chennai
3. Info tech Park ( Accenture Tower B & C ) at Sholinganallur - Chennai

**9.5**    **Period (From – To)**                          *May 2002 – Jul 2004*  
         **Employer**    *M/S Construction Consultancy, Wilson Garden, Bangalore*  
         **Position Held**                                         *Asst. Engineer*

**Description of duties :-**

*As a Assistant engineer in charge for the activities of all civil activities with Bills preparation at Site*

**Detail Task assigned**

- Co- ordination with Client & PMC
- Preparation of Labour Bills & Maintains DLR & DPR
- Work with Quality standards by Strictly adhering to Time scale
- Allocation of works to All Contractors
- Responsible for Safety activity in work area

**Work Undertaken:-**

*Involving in the Construction of Building project in Sathyam Computers Phase 2, 3 – Electronic City - Bangalore*

**9.6**    **Period (From – To)**                          *Jun 2000 – Apr 2002*  
         **Employer**    *M/S Qualtech Engineers & Contractors Private Limited*  
         **Position Held**                                         *Trainee Engineer*

**Description of duties :-**

*As a Trainee engineer for Construction of Building with all marking and Noting and reporting to Superiors.*

**Detail Task assigned**

- Preparing Daily Labour Report
- Supervising of Building construction
- Involvement in all foundation and structural and finishing marking with help of senior advises.

**Work undertaken :-**

- Construction of Building project in Reliance Info Com – Guindy., Chennai

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**10 Short Details about Total Experience :-**

<b>Companies</b>	<b>Periods</b>	<b>Positions</b>	<b>Y / M</b>	<b>Experienced fields</b>
Qualtech Engineers & Contractors Private Limited	Jun 2000 – Apr 2002	Trainee Engineer	1 Y / 10M	Construction of Building project in Reliance Info Com – Guindy, Chennai
Construction Consultancy, Wilson Garden, Bangalore	May 2002 – Jul 2004	Asst Engineer	2 Y / 2 M	Involving in the Construction of Building project in Sathyam Computers Phase 2, 3 – Electronic City - Bangalore
EMAS Engineers & Contractors Private Limited	Aug 2004 – Oct 2007	Senior Engineer	3 Y / 2 M	Involving in the Construction of Building project like a)Lifeline Hospital Projects at Perungudi – Chennai b)World Bank Office projects at Taramani – Chennai c)Info tech Park ( Accenture Tower B & C ) at Sholinganallur - Chennai
DLF Projects Limited	Nov 2007 – May 2012	Senior Engineer - Projects	4 Y / 6 M	Involving in the Construction of Building project DLF Garden city – OMR Premium Residential housing project of Value 1150 Crores
Karismaa Foundation Private Limited., Chennai	June 2012 – Sept 2016	Manager ( Projects )	4 Y / 4 M	RSK Orchid Garden – RSK pvt Limited, olympia Panache- Navalur.
Radiance Realty Developers India Limited.	Oct 2016 – Till Date	Deputy Manager (Projects )	2 Y / 4 M	Radiance Mandarin, Thoraipakkam and Radiance Empire@ Perambur & Radiance ICON @ Koyambedu.
<b>Total</b>			<b>18 Y/04 M</b>	

**11 Declaration**                    *I am ensuring that above all details are true to my knowledge and for your believe*

**12 Field of Interest :**

- Project Handling with All Aspects ( In charge of All activity )

**13 Place of Interest :**

- Chennai,
- Bangalore

**14 Presently working as**                    *DY.Manager (Projects)*

**15 Posting Applied for**                    *Manager(Projects)*

*M. Balaji*  
*Dt :*