

RAHUL RANA

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Computer Skills

- MS Excel
- MS Office2013
- AutoCAD
- Trello Board

Civil Engineering Works

- Project Scheduling
- Project Cost Estimation
- Project Repots
- Labor Management
- Budget Monitoring
- Design Development

Other Key Skills

- Sales Operation
- Business Development
- Project Management
- Costumer services
- Analysis and Problem Solving
- Free hand sketching
- Vendor Management
- Negotiation
- Retails construction
- Tower management
- Outer development

TECHNICAL WORK EXPERIENCE

Singla Builders and Promoters Limited , Mohali India Project Engineer (Retails and Finishing head)

May 2020 – Present

- *Strong in corporate/ workplace interior fit-out projects with understanding of design vendor management*
- *Experience in client-handling and excellent communication skills both verbal and written*
- *Managing the design and site delivery teams performance of delegated responsibilities*
- *Managing the Tower high-rise interiors and finishing details with desired finishes*
- *Interacting daily with the clients to interpret their needs and requirements and representing them in the field*
- *Assign responsibilities and mentor project team*
- *Time management and organization skills*
- *Training and helping team members to develop their skills.*

Archworkx Prosys pvt Ltd , Dhakoli , India
Business Development Manager

November , 2019- May2020

- *Contracting potential client to establish rapport and arrange meetings.*
- *Planning and overseeing new marketing initiatives.*
- *Researching organization and individuals to find new opportunities.*
- *Increasing the value of current costumers while attracting new ones.*
- *Finding and developing new markets and improving sales.*
- *Developing quotes and proposal for clients.*
- *Training and helping team members to develop their skills.*

BuildingBlox online pvt ltd, Gurugram, India
Senior Project Manager

August, 2017- October 2019

- Manage a portfolio of complex initiatives that span one or multiple lines of business.
- Provide on-site leadership for project team by building and motivating team members to meet project goals, adhering to their responsibilities and project milestones.
- Full project life cycle ownership: successful project delivery will include full implementation from initiation to deployment for one major or several minor initiatives simultaneously.
- Verify that the project produces the required deliverables of quality, within the specified constraints of time and cost and to achieve the potential benefits defined in the business case.
- Estimated project cost and prepared bills of quantities for residential and low rise building interiors having contract price between \$50,000 and \$1,00000 thereby improving productivity of the related tasks.
- Work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation and excellence.
- Prepare estimates and detailed project plan for all phases of the project.
- Monitor staff performance and complete performance reviews.
- Develop and manage all aspects of project and program engagement from planning, external vendor relationships, communications, resources, budget, change, risks and issues.
- Establish practices, templates, policies, tools and partnerships to expand and mature these capabilities for the organization.
- Manage ongoing quality control and participate in quality issue resolution
- Tracked the progress and quality of work being performed by design disciplines / trades using baseline schedule of MS Excel Project, which made sure that the estimated progress is equivalent to the actual progress.

BuildingBlox online pvt ltd , New-Delhi, India
Project Manager

January, 2016 – August, 2017

- Review the project plans and specifications and comment on the Residential interior design, scheduling, possible cost savings measures and potential construction problems.
- Have confidence in own ability to intelligently communicate with design team/client as well as effectively lead the trades.
- Facilitated transition between construction and operation by providing assistance in training on Safety policies and protocols and regulatory requirements to ensure adherence and understanding.
- Provided significant communication support using technical writing skills.
- Ensured that all the assigned work was completed and was well within the specified budget.
- Monitor and maintain the project construction schedule on a weekly basis.
- Inform the Consultant/Client of any errors, discrepancies or omissions contained within the Consultant's design drawings.
- Control and monitor labor, material and equipment expenses.
- Prepare the general conditions budget.

Ram Rattan contractor pvt ltd , New-Delhi, India
Junior Engineer

December, 2014 – December, 2015

- Managed the projects: new constructions, renovations, interiors, residential and interiors, residential and Commercial buildings.
- Managed the general contractors and subcontractors with knowledge of construction trades.
- Scheduling: Reviewed schedules with tenants and sub-contractors.
- Submitted the payment requests, estimating all change orders.
- Procurement and purchased all materials.
- Site updating of the construction work.
- Maintaining the worker's day jobs
- Finishing of civil work i.e interior, paints, marble polish etc.
- Coordinating with architect and site execution.
- Labor master roll and payments.

TECHNICAL PROJECTS

Savitry Apartment , Zirakpur, Mohali , India

January, 2013 – May, 2013

- Provided a summarized description of the project approach, highlighting an understanding of requirements, issues and concerns, and a general project philosophy which resulted in better project performance.
- Scheduled the project properly to meet the target dates of different events and activities under the supervision of the assigned senior Civil Engineer.
- Participated in project engineering reviews, studies and site investigations.
- Prepared progress reports.

Installation of Intelligent Transport System

January, 2014 – March, 2014

- Performed survey and accumulated traffic and subgrade data from project site and Chandigarh Public Work Department (CPWD) for the parkade of Elante mall in Chandigarh.
- Coordinated with team members to select the best route and optimized the design of horizontal and vertical alignments.

VOLUNTEER WORK EXPERIENCE

PTU

Civil Engineering Graduate Student Society

September, 2013 – January, 2014

- Volunteered in hosting a retreat dinner for 500 new graduate students admitted in September.

Blood for Life

November, 2015 – December, 2015

- Volunteered in blood donation camps organized by Sankalap blood for life.

EDUCATION

Punjab Technical University
Bachelor of Technology in Civil Engineering

August, 2010 - May 2014

GMSSS –Dhanas , Chandigarh
Cbse – 12 (Non-med)

August, 2008 - May 2010

AWARDS/CERTIFICATION

Won Black Belt with 3 Gold's and 2 silver Medal in Taekwondo

ACTIVITIES AND INTERESTS

- Playing Guitar
- Playing badminton and cricket.
- Singing
- Cinematography