**SHAIK AJAJ**

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INDIA.

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* **CAREER OBJECTIVES**

**To work in an Engineering environment by applying the best practices of Project Management from initializing, planning, executing, Monitoring & control and closing of the project by using latest technologies.**

* **CORE COMPETENCIES**

Planning, Scheduling & Monitoring

* Use latest Planning tools (like Primavera P3 & P6, MS-Project 2007)
* Coordinate with Different internal department for Planning of different activities of the Residential projects.
* Preparation of Rate analysis
* **EMPLOYMENT HISTORY**

1. **Pearl Garden Landscape & Irrigation services LLC. –Dec 2015 to Oct 2016**

**Designation : Planning Engineer**

**Location : Dubai**

Projects : **Marsa Al Seef Phase 1 & 2 Landscaping works**

**City Walk Phase – 3 Landscaping works**

**Burjuman Centre Phase – 1**

Client : **MERAAS**

Main Contractor : **Dutco Balfour Beatty**

**RESPONSIBILITES:**

* Preparing WBS & Detailed Construction Programme using Primavera.
* Preparations of two weeks look ahead programme.
* Preparation of LMP Schedule.
* Preparation of Manpower histogram.
* Preparing S – Curve & Histogram.
* Coordinating with site people to receive the Execution data & updating the programme.
* Preparation of weekly & monthly revised construction programme (Using Primavera.)
* Preparation of daily, weekly & monthly progress reports.
* Preparation of WIR for ongoing works.
* Maintain WIR tracking sheet.
* Preparation of shop drawing schedule, material inspection tracking, material submittal logs & Progress layouts for ongoing projects.
* Attending weekly meetings with Client.
* Preparation of Client & Sub-Con bills.

1. **NCC Ltd, HYD. - Jan 2011 to Nov 2015**

**Asst. Engineer – Planning & Monitoring / Tendering @ Head Office**

**Grade - V**

**RESPONSIBILITES:**

Construction stage:

* Preparing WBS & Detailed Construction Programme.
* Preparation of Zero cost for initial Project.
* Preparation of LMP Schedule.
* Preparing Procurement Schedule.
* Monitoring work Progress.
* Analyzing and controlling of project cash flow, updating Cash Flow Report and preparing S – Curve & Histogram.
* Coordinating with site people to receive the Execution data & updating the programme.
* As a Planning coordinator will coordinate with site team and deliver the required details.
* Preparation of monthly revised construction (Using MSP & Primavera.)
* Prepared daily & weekly MIS reports.
* Collecting data and preparation of monthly review meetings.
* PCE preparation, planning schedules & monthly bills preparation (Client & Sub – Contractor) in ERP.
* Preparing Rate Analysis at tender stage.
* Attending site visits for tendering works.
* Preparation of cost summary.
* Preparation of construction schedule, methodology & Cash flow Statements for Tendered works.
* Preparation of Zero Cost for ongoing Projects.
* Any other work assigned by reporting manager.

1. **MRKR Constructions Pvt. Ltd, HYD. - May 2008 to Dec 2010**

**Site Engineer**

**Major Projects:**

* Construction of HNSS Package No: 62, Including Excavation, Lining, Structures & Service Roads, Chittoor District, Andhra Pradesh. **Estimated Cost : Rs. 85.00 Crores (13.90 Million USD$)**

**RESPONSIBILITES:**

* Preparing daily progress reports.
* Prepare Quantities.
* Preparation of presentation required by the management.
* Design Approvals from Dept.
  + Alignment Approvals of Main Canal and Distributaries from Dept.
  + Preparing RA-Bills (Client Bills) monthly.
  + Preparation of Sub – Contractor Bills and work orders to Sub – Contractors as per Company Norms
  + Preparing Daily Progress, Weekly Progress and Monthly progress with The Project Manager.
* **AREAS OF INTEREST**

Planning & Billing

Building Works

Road works

* **EDUCATION**

**2004–2008** B. Tech Civil Engineering from Srikalahasteeswara Institute of Technology, Srikalahasti affiliated to Jawaharlal Technological University, Hyderabad in the year 2008 with **62.52%.**

**2002-2004** Intermediate from Sri Siddartha Junior College, Srikalahasti, Board of Intermediate Education, Hyderabad in the year 2004 with **74.7%.**

**2001-2002** SSC from Z.P.P. High School, Kandaleru Dam, Nellore (dist), State Board of Secondary Education, Hyderabad in the year 2002 with **68%.**

* **TRAINING**

***I have completed 35 Hours of PMP training from AADS Education.***

* **COMPUTER SKILLS**

Certificate Course on Auto Cad 2008

Certificate Course on Stadd Pro 2005

* + - MS Office - 2007
    - Auto CAD 2007, Staad Pro, MS Project, Primavera & ERP (ORACLE).
* **PROJECTS/THESIS**

**B.Tech Civil Engineering**

Design of Multi – Storied Building using STADD Pro with a team of 4 members

* **STRENGTHS**
  + - Sincerity
    - Quick learning ability
    - Determination
* **PERSONAL DETAILS**

**Date of Birth** : 06 – 05 - 1987

**Sex** : Male

**Passport No** : L2227926

**Linguistic proficiency** : English, Hindi, Urdu & Telugu.

**Hobbies** : Reading books, Playing games & Watching Cricket.

**Nationality** : Indian

Permanent Address : D.No: 25-1-100,

Lakshmi Narasimhapuram,

Podalakur Road 1st street,

Dargamitta, Nellore

Andhra Pradesh – 524 003.

I, SK. Ajaj hereby declare that the above given particulars are true to the best of my knowledge.

DATE :

PLACE : Nellore **(SK. AJAJ)**