

Curriculum Vitae

Name of firm	:	GA Infra
Name of staff member	:	Ashish Singh Rajpoot
Year of Birth	:	06/03/1993
Nationality	:	Indian

Detailed description of tasks

Years of experience: 10 years

Key Qualifications:

- + Manage, Design, Develop, Create and Maintain small scale to large scale construction projects in a safe, timely and sustainable manner and also conduct on-site investigation and analyse data (maps, reports, tests, drawings and others).
- + Managing, Planning and Billing as per tender requirements and Site conditions and ensure that technical designs and measurements are followed correctly.
- + Managing site reports on paper and maintain other paperwork and monitor the progress and compile reports of any project and provide its current status of the work done.
- + Ensuring the quality of work as per the client's or tender requirements.
- + Provide advice and resolve any emerging problem or deficiency during the construction work.
- + Comply with guidelines and regulations including permits, safety etc. and deliver technical files and other technical documents as required.
- + Worked on the major projects of road construction work in the organization.
- + Resolving technical issues at the construction site with employer's representatives, suppliers, contractors, sub-contractors, statutory authorities
- + Also have the experience of customer service and have the capability to handle irate customers.
- + Also have the knowledge of MS-Excel and can maintain heavy data and present it as per the given instructions.
- + Also worked in industrial divisions and have the experience of the production and aligning the dispatches of the produced material in stock as per the received orders.
- + Ensure the correct production of the order given by the customers and collect payments through phone calls and preparation of the dispatch of the order and

also act as the point of contact among executives, employees, clients and other external partners.

Education:

B.Tech. (Civil Engineering), Uttar Pradesh Technical University ~ 2010-2014

Employment Record	
A.	<p>GA Infra Projects Limited <i>Azamgarh, May'21-Currently Working</i></p> <ul style="list-style-type: none"> + Inspection & Monitoring of Physical & Financial Progress of project, Supervision of Intake well, Water treatment plant & Overhead tank, Pipe Laying, Hydrotesting, Drafting Letter, Contractor Billing, Documentation Taking action to combat or minimise the ebilling, Documentation. + Supervision of Intake well, Water treatment plant & Overhead tank, inspection of water supply, testing of water, Contractor Billing, Documentation. + Construction of Overhead tank & Ground level tank, Water treatment plant, Intake well, Layout, Quantity calculate, BBS, material test, Pipe laying, Hydrotesting, Design mix, Contractor Billing, Documentation. + Supervision of intake well, water treatment plant. + Dismantling & Reinstatement of Various types of roads. + Pipeline laying of various types of pipes such as HDPE, MDPE, DI, GI, and MS. + Tube well work likewise Drilling, Air compressor, Tube Well Development. + Execution & supervision of all construction activities. + Verification of contractor bills. + Reconciliation work. + Presentation making of related work. + Site Supervision and execution work.
B.	<p>Rakan Steels Limited <i>Rania, Kanpur, Aug'20-Mar'21</i></p>

	<ul style="list-style-type: none"> + Ensure the correct production of the order given by the customers and collect payments through phone calls and preparation of the dispatch of the order and also act as the point of contact among executives, employees, clients and other external partners. + Also, handled the responsibilities of the admin department and performed all the duties accordingly.
C.	<p>Tech Mahindra <i>Noida, July'18-July'20</i></p> <ul style="list-style-type: none"> + Handle customers query and provide the resolution as per the TAT. + Ensure that all the emails are timely replied and nothing should be left before i logout. + Provide the data to the manager as per the requirement.
D.	<p>Kuldeep Singh Contractors <i>Unnao, May'16 - June'18</i></p> <ul style="list-style-type: none"> + Handling the ongoing constructional work at site and take care the implementations of the work properly i.e. as per the design and also ensure the quality of the work. + Anchoring on-site activities to ensure completion of project within the time & cost parameters and effective resource utilization.
E.	<p>Meenakshi Contractors, Kannauj <i>Site Supervisor, Aug'14 – April'16</i></p> <ul style="list-style-type: none"> + As a Site Supervisor, I coordinate, Schedule & Monitor the Project work execution, master schedule tracking, drawing co-ordination with consultant..

	<ul style="list-style-type: none"> + Interacting with management at all levels of the business, managing their expectations for project delivery, escalating project issues, risks, and recommendations to senior leadership + Managing & Controlling Recourse & all project activities with safe and efficient Operations, implementation of quality control procedures includes documentation in line with Specification & Company Norms
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Languages:

Language	Speaking	Reading	Writing
Telugu			
Malayalam			
Hindi	✓	✓	✓
Tamil			
English	✓	✓	✓

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date:

Signature of staff member and authorized representative of firm

Full name of staff member : Ashish Singh Rajpoot