

# RESUME



## Arvind Tingloo

Tel: \*\*\*\*\*, 9811135975

Email: \*\*\*\*\*

Intend to build a career in a leading company with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment

### Professional Synopsis

- Project Management
- Contract Administration
- Site/Construction Management
- Quality Assurance
- Safety
- Talent Grooming
- Commercial Operations
- Liaison Work
- Resource Management
- Manpower Planning
- General Administration

A self-managed and result-oriented **Civil Engineer** with **over 19 years** of rich experience in **managing Construction Projects** encompassing planning, contract administration and resource planning and procuring. A strategic planner with experience in contract administration, planning and executing construction projects with a flair for adopting modern construction methodologies in compliance with quality standards. Holds the distinction of executing numerous construction projects viz. **Highways/ Expressways, Metro rail, Bridges, Flyovers, ROB, , Industrial structures, barrage, Water projects etc.** within a strict time schedule with stringent measures for cost and Quality control. Excellent relationship management, analytical and negotiation skills with deftness in swiftly ramping up projects in coordination with clients, architects & consultants.

### Organisational Experience

#### Tata Projects

Since 6<sup>th</sup> December 2016

6<sup>th</sup> December 2016 till date Project Manager (DMRC CC 87 project)

#### CEC Tiwan

4<sup>th</sup> June 2015 to 6<sup>th</sup> December 2016

June 2015–Dec 2017 AGM Continental Engineering Corporation (DMRC NC03)

#### Gammon India Ltd.

4<sup>th</sup> August 1998 till June 2015

|                    |   |
|--------------------|---|
| Aug'13 – June 2015 | Chief Project Manager Water supply Projects           |
| Aug'11 – Aug'13    | DMRC Contract Management and Execution                |
| Oct'09 – Aug'11    | Delhi Regional Office- Contract Management            |
| Oct'08 – Oct' 09   | Project Manager (Project-in-charge Vadape Gonde BOT)  |
| Jan'08 – Oct'08    | Project Manager (Project I/C, OR1 Project NH-5)       |
| Sept'05 – Dec'08   | Dy. Project Manager (Project I/C, OR1 Project NH-5)   |
| Oct'03 – Aug'05    | Project Engineer (Section-in-charge OR1 Project NH-5) |
| Feb'02 – Sept'03   | Sr. Engineer / Section-in-charge OR-V / ORWB1         |
| Feb'01 – Jan'02    | Asst. Engineer (Hippergi Barrage)                     |
| Aug'98 – Jan'01    | Junior Engineer (HPGCL, IOCL Panipat)                 |

## **Key Result Areas:**

### **Contract Management and Contract Supervision:**

- ☐ Making decisions and the timely flow of information to enable completion of the project as required by the contract documents including review and observation of the construction project.
- ☐ Determine the work is proceeding in conformity with the contract documents, and also to detect any inaccuracies, ambiguities or inconsistencies in the design
- ☐ Oversee proposal planning and administration of contracts.
- ☐ Negotiate terms and conditions.
- ☐ Prepare contract Appreciation documents, briefs and revisions summarizing contractual requirements
- ☐ Prepare contract change notices, monitor contractor performance, including the reporting and status of contractor and owner deliverables.
- ☐ Prepare and disseminate information to appropriate employees regarding contract status.
- ☐ Provide contract summaries and ensure contract execution in accordance with company policy.
- ☐ Track payments, deadlines and Analyse and mitigate risk. Ensuring project and operational risks are clearly identified and efficiently managed

### **Project Management:**

- ☐ Developing project baselines; monitoring and controlling projects with respect to Cost, Resource Deployment, Time over-runs and Quality Compliance to ensure satisfactory execution of projects.
- ☐ Formulating operating budgets; managing overall operations for executing civil construction projects within cost & time norms; Earn Value Analysis, Periodic forecasting of Estimate to complete, calculating cost Variance, Monitoring Direct & indirect cost Parameters
- ☐ Participating in project review meetings for evaluating project progress & de-bottlenecking.
- ☐ Conducting performance measurement, variance analysis, trend analysis and risk identification / analysis; conducting work study & productivity analysis.

### **Site & Construction Management:**

- ☐ Anchoring on-site construction activities to ensure completion of project within the time & cost parameters and effective resource utilisation to maximise the output.
- ☐ Managing quantity surveying, inspecting field sites to observe and evaluate condition and operability of facilities and structures, and to collect field survey data and measurements.
- ☐ Designing and implementing stringent systems, detailed design and quality plans / manuals to ensure high quality standards during all the stages of project.

### **Resource Management:**

- ☐ Leading a team of professionals;
- ☐ Ensuring suitable deployment and timely availability of manpower, material and other resources
- ☐ Liaising with clients, architects, consultants, contractors, sub contractors & external agencies for determining technical specifications, approvals and obtaining statutory clearances.

### **Project Design, documentation, costing and tendering:**

- ☐ Review the detailed design to ensure they are built within budget requirements for the project
- ☐ Conduct tendering and award of contracts in a prudent and equitable manner.
- ☐ Support the delivery of infrastructure designs which are in-line with customer requirement

### **Organisational development:**

- ☐ Remain cognisant at all times with the activities of all disciplines.
- ☐ Participative member of the Team in achieving new opportunities and success against the Company's strategic outcomes that are linked to this project.
- ☐ Provide corporate support across the organisation

### **Leadership of people**

- ☐ Setting clear expectations for the individuals
- ☐ Provide consistent and visible leadership to ensure strong individual and team motivation and productivity
- ☐ Building and maintaining an effective working relationship and self-motivated and managing own time effectively

### **HSE:**

- ☐ Actively Promote excellence in HSE by setting clear HSE expectations from the project
- ☐ Ensure management of workplace injuries / incidents is in accordance with company process
- ☐ Encouraging others to participate in HSE, valuing their inputs and making resources available

## **While at Regional Office at Delhi in Gammon India Limited:**

### **Major Responsibility**

- Business development-
  - assessment of marketing opportunities and target markets
  - intelligence gathering on customers and competitors
  - Developing Customer Relationship.
- Participation in pre-bid & post-bid meeting with clients and consultants
- Handling Contractual issues, Interpretation of Contract Conditions and various Contract documents and advising on contractual correspondence with the Consultant/the Employer/Sub-Contractors including handling of Contract documents.
- Complete Claims Management, viz. Identification of potential claim items including inter alia Extra/Variation items and Extension of Time, establishing the events causing claims, fully justifying the claims vis-a-vis contractual provisions and supporting documents, substantiation of costs claimed for reimbursement with full details and calculations etc. and submission/presentation to the Consultant/the Client.
- Preparation of the Claims Statements along with the Claims Evaluation, with all supporting details, for submission to the Employer/ the Engineer and/or the Arbitral Tribunal. Attending Meetings with the Employer/the Engineer/ the Arbitral Tribunal and making Presentation on the Claims.

### **Contract administration of Projects dealt with in Delhi regional office**

- **Khurda Bhubaneswar Road Works (Package OR-1): ( NHAH Project)**
  - Preparation of cost claim for the project, including processing the same through DRB and presenting before the Arbitrators. This was the IVth in series of claims made to
  - Preparation of Claims regarding Liquidity Damage, Clearing and grubbing, Labour cess, premature deduction of Advances, vehicle supply, rate revision / project variation, NJ Crash Barrier etc in the III series of claim and processing the same at DRB and
  - Coordinating with Advocate/ Counsel during arbitration and court proceedings as the case may be and release of 14 CR in one such case against the Liquidity Claim.
- **Karnataka Road works (PKG 4 and PKG 5) on NH 4: ( NHAH Project)**
  - Was at site on deputation as for 6 months for completion of balance works viz ROB, and Main carriage way and important other activity for substantial handing over of projects
  - Associated claims and EOT for the delay encountered in the project and correspondence with clients and consultant.
- **Assam Road Works (AS 24 and AS 26): ( NHAH Project)**
  - Foreclosure of AS 24 and AS 26 along with final closure of site and submission of final bills for both the packages and preparation of Cost Claim for the projects
- **Patna Muzaffarpur highway (BOT) ( NHAH Project)**
  - Initial control estimate preparation and site establishment planning

### **Execution of projects :**

#### **DMRC jobs**

**Chaksu water supply Project (Rajasthan)**

**Tonk water supply Project (Rajasthan)**

**Cordination and controlling of projects for timely profitable completion**

## **Projects Handled:**

- **CC 87 DMRC Project ( TATA Projects)**  
**Project Manager for the project reporting to Business Head**
- **Noida Greater Noida Metro Project –NC-3 (CEC Tiwan)**  
**Construction head for the project reporting to Project Director**

### **Major Responsibility**

- Project Controlling and planning for the works
- Liaisoning with clients and other government offices for interface as well as utilities
- Contract administration of the project
- Responsible for steering the project in pace with the proposed plan and initiating corrective actions if any
- Inputs for IPC's and subcontractor bills
- Material management and planning for month to month basis and reconciliation there off.
- Coordinating various intra departments viz billing , QC, HSE, admin, Store, plant, execution and HO for smooth sailing of project
- **Achievements in this project:**
  - Fastest set up of casting yard for C girder beds, gantry track, offices establishment etc
  - Record time achievement of casting first C girder and launching of First c girder
  - Maximum C girders 200 Numbers launched in one month in three projects our project being a part of it
  - Achieving of all Key Dates before stipulated time.
  - Smooth flaw less execution with more than 4 million safe man days working
  - Asia's First longest precast posttensioned cross arm (Pier cap ) casted and launched
  - Maximum output from Precast yard for pier cap, C girders and I girders
- **DMRC projects New Delhi: (GAMMON IINDIA LTD)**  
**Project Manager for the project reporting to V.P Projects at Head Office**
  - Balance works on viaducts and stations and on DLP/ Maintenance of projects and closure of jobs BC 12, BC 13 and BC 25,26, 27,28,29 and 30 R projects in DMRC phase II.
  - Contract administration for the closure of all the jobs of DMRC, final bills, variation finalization and final taking over
- **47 Bridges and 20 Bridges in Odhisa/ west Bengal (Package ORWB1 and OR-5) ( NHA1 Project) (GAMMON IINDIA LTD)**  
**Section Manager for the project reporting to Projects Head**
  - Coordination with advocates/ counsels for arbitration and attending the arbitral meetings for both the packages at Delhi. Feedback on meeting to be flashed to all stakeholders back office

### **Vadape-Gonde Road works on NH-3 (BOT) (GAMMON IINDIA LTD)**

Concessionaire : Mumbai Nasik Expressway Ltd  
Client : National Highway Authority of India  
Independent Consultant : Sheladia Associates Inc in association with Artifacts

### **Major Responsibility**

#### **Project Manager and Construction head for ROB's, Highway and Civil structures**

- Contract administration of the project
- Over all responsibility of project as a Project Manager to complete Job
- Co-ordination with Regional Workshops and Head Office for speedy solutions of site Problems
- Polishing of the talents of the new entrants in the Organization and guiding them through their career path by providing them the necessary training and boosting their morale.
- Attending to Meetings with clients, consultants, Sub-Contractor and Distt. Administration for speedy solution of problems.

❑ **Khurda Bhubaneswar Road Project (Pkg OR-1) (GAMMON IINDIA LTD)**

Client : National Highway Authority of India

Consultant : Sheladia Associates Inc

**Major Responsibility**

**Chief Project Manager for Gammon Atlanta JV**

- 27 KM Highway
- 3 Nos of Major Flyovers with solid voided post tensioned slabs
- 4 Nos of Bridges
- 6 nos underpasses

❑ **Hippergi Barrage and Civil works Karnataka (GAMMON IINDIA LTD)**

Client : Karnataka Neeravari Nigam Limited

**Major Responsibility**

**Section in charge of launching and casting of deck slab**

- Pre-casting of Concrete Girders.
- Casting of Pedestals on piers in adverse conditions.
- Launching of I Girders with Launching Truss
- Over all execution of deck slab, Diaphragm wall, launching of truss and erection of Precast Beams.

**Chaksu water supply Project (Rajasthan) (GAMMON IINDIA LTD)**

**Tonk water supply Project (Rajasthan) (GAMMON IINDIA LTD)**

**Major Responsibility**

**Chief Project manager for Two Water supply projects**

- Overall Project delivery
- 500 Cr of project value

**Construction of INDUCED DRAUGHT COOLING TOWER (GAMMON IINDIA LTD)**

Client : IOCL refinery works at Panipat Haryana

**Major Responsibility**

**Section engineer**

- Construction of one additional cell complete in all respect

**Construction of NATURAL DRAUGHT COOLING TOWER (GAMMON IINDIA LTD)**

Client : Haryana Power Generation Corporation Thermal Power Plant Panipat

**Major Responsibility**

**In charge of construction**

- All civil works incharge for cooling tower

## **Personal Profile**

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### **Education**

- ☐ B.E. (Civil) from Allahabad University with Honours (MNREC ALLAHABAD) in 1998.
  - ☐ Post Graduation in Executive Management Program -2 years course at S.P Jain Management Institute and Research Centre at Mumbai
  - ☐ Certified Road safety Auditor (IRF)
  - ☐ Attended unit based management program organized In-house by Gammon India Ltd
  - ☐ ERP Knowhow
  - ☐ Various trainings in house as well as sponsored by company related to Quality control, Safety, Quantity Survey, Material management, Logistics, Contract Administration
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### **Software's**

- ☐ Operating System: Window
  - ☐ Civil Software's: ERP, AutoCAD
  - ☐ Project Management Software: Microsoft Project
  - ☐ Others: MS-Office (Word, Excel & PowerPoint),
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Fathers name : Shri Sat Lal Tingloo

Date of Birth : 15<sup>th</sup> May 1975

Martial Status : Married

Passport No : D-0898677

Office Address : CC 87 project Office Anand Vihar

Date: 05/1/2018

Place: Indirapuram

**ARVIND TINGLOO**