

RESUME



Arvind Tingloo

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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 co ordination with clients, architects & consultants.

Organisational Experience

Tata Projects

Since 6th December 20166th December 2016 till date Project Manager (DMRC CC 87 project)

CEC Tiwan

4th June 2015 to 6th December 2016

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

Gammon India Ltd.

4th 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 Muzzaffarpur 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

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 : 15th 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