

## **A.SRIVIDYA**

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**State:** Chennai, Tamilnadu.

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### **SUMMARY**

- Experience of 11yrs as planning and billing engineer in residential and commercial buildings.
- Ability to plan, draw and implement layouts for construction projects.
- Responsible for management of material and human resources.
- Seeking a challenging career opportunity in a reputed company where i can harness my technical skills, work experience and creative towards making a significant contribution to the growth and development of the company and thereby develop myself.

### **WORK EXPERIENCE-PLANNING, BILLING, CONTRACTS & TENDER**

#### **Planning:**

- **Scheduling:** Preparation of Master Construction programme (Schedule) and Monitoring/Updating of same from time to time. To Plan in such a way that all the Slipped activities are covered and Targets/Milestones are achieved.
- **Procurement:** Vendor Contacting/Finalization for specialized items.
- **Rate Analysis:** Preparing rate analysis for the items which are not in BOQ.
- **Reports:** Maintaining & Monitoring Day-Day activities & updating, Daily Progress report, Weekly Progress report, Monthly progress report.
- Calculate the cost, time and labor requirements for the project.
- Inspection and monitoring the progress at sites.
- Discussing the areas of cost overrun with the project in-charge of corrective measures.
- Prepare detail construction schedule based on overall project Schedule
- Coordinating multi-disciplinary teams, productivity monitoring and progress monitoring and control
- Preparing requirement documents, minutes, presentations for reviews by the management and regular appraisal of targets
- Preparation of Presentation for Client review meetings and follow up with internal stakeholders completing pending points.

#### **Billing:**

- **Calculation of Quantities:** Calculation of quantities for the project as per drawings

and as per standard IS Codes.

- **Client Billing:** Preparation of Client Bill and submitting the same to client, making it certified in the given target time.
- **Subcontractor Billing:** Preparation of Sub-contractor Bills in ERP module and verification of quantities with respect to Client Bill quantities.
- **Re-Conciliation:**
  - a) Re-conciliation of Bulk materials (cement, Sand & Steel, Blocks etc.) & Other Miscellaneous reports.
  - b) Re-conciliation of PRW Vs. Client Quantity.

### **Contracts:**

- Identification of contractual conditions, roles, responsibilities, obligations of Contractor and Employer at site.
- Preparing Contractual communications /project correspondences with respect to submittals, time, cost, variations, Extra, Substituted item, Extension of Time and disputes at site.
- Preparing and maintaining Contractual contemporaneous records, reports & data at site.
- Identification, preparation, submission, follow-up and realization of claims at site.
- Representing /participating in discussions /meetings with Clients for contractual matters e.g. Variations, EOT, claims, disputes etc. at site.
- Assisting legal team, participating / attending / representing during Claims redressal / dispute resolution / Arbitration proceeding
- Identification, evaluation and Management of Contractual Risks at site
- Hands on experience in Microsoft Office, Auto CAD.

### **Tendering:**

- Identifying the tenders through News Papers & various Websites, Magazines.
- Updating & Filing the daily Weather report.
- Updating & Filing the cost of materials like Cement, steel etc. published in Newspapers.
- Noting down the Salient features of the given tender.
- Arrangement, Preparation of simultaneous documents which are required for the initial processing of tender.
- Prequalification of the tender as per the terms & conditions of the tender.
- Calculation of quantities, Material Value, material cost for the given tender.
- Filling & filing the QMS forms of the tender before and after award of work.
- Preparing the Pre-bid queries & sending the same in consultation with the respective in-charges.

**SKILLS** - MS Excel, MS Word, Power point, AUTO CAD, ERP, MSPP.

**PROJECTS UNDERTAKEN –IN SIMPLEX INFRASTRUCTURES LTD**

**From 2011 to 2019**

**Project:-1. Civil, Structural, Finishing Works and Nominated Sub Contractor coordination services in “Express Exclusive” Proposed multistoried residential buildings at Block no-09, Triplicane Village, Chennai**

Client: Express Exclusive Developers Pvt

Ltd Project details: 3B+G+17floors-5

towers Project Value: (In Crs): 214.85 Crs

**Project:-2. Construction of Civil works at “KG SIGNATURE CITY PHASE-II, BLOCK - F& G PROPOSED RESIDENTIAL APPARTMENTS COMPLEX” at Mogappair, Chennai.**

Client: KG Foundations Pvt Ltd

Project details: B+G+14 floors-2 towers

Project Value: (In Crs): 75 Crs

**Project:-3. Construction of “Residential Building of (Basement + 19 Upper Floors) at Sarjapura main Road” Bangalore**

Client: Salarpuria Sattva

Project details: B+G+19 floors- 5 towers

Project Value: (In Crs.): 100 Crs

**Project:-4. Construction of Flyovers along Outer Ring road of Bangalore:**

Client: Bangalore Development Authority (BDA)

Project details: 4 flyovers & 1 underpass along outer ring road Bangalore.

Project Value: (In Crs.): 215 Crs

## **EDUCATION**

- 2007-2011      Bachelor of Technology in Civil Engineering**  
(Pydah College of Engg & Technology)  
JNTU University, Kakinada, Andhra Pradesh.
- 2005-2007      Intermediate (11th and 12th Standard)**  
Sri Chaitanya Jr.College, State Board- Andhra Pradesh.
- 2004-2005      10th Standard**  
Ramakrishna Residential School, Andhra Pradesh.

## **DECLARATION**

I hereby declare that all the above particulars furnished by me are true to the best of my knowledge and request your good self to give an opportunity to serve under your kind control. I assure you that I would strive hard to bring credit to your esteemed organization.

**Signature: (A.SRIVIDYA)**