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| --- | --- |
| **CAREER OBJECTIVE**  My strongest ability is to think out of the box in order to come to innovative findings. Connecting people and partnering with other businesses to achieve added value for the business. Flexible attitude in providing ideas within environments with changing priorities as well as setting smart targets which help monitoring progress. |  |

**SYNOPSYS**

An astute results-driven professional with more than 16 year of diverse experience, and proven track record in construction industry. Experienced in various engineering disciplines like industrial, commercial, retail, health care etc. Rich design coordination experience with multiple levels professional like architects, designers etc. Effective team player with good interpersonal & communication skills. Good Negotiation, time, cost & quality management skills. Innovative and positive thinker involved in performing the functions of assessing creditworthiness of clients. An effective communicator with relationship management skills.

**EXPERIENCE SUMMARY**

* 6-year work experience with fit-out & turnkey contracting in Dubai, UAE
* 6-year work experience with engineering design consultant & EPC company.
* 4-year work experience with project management consultant.

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| **CORE COMPETENCIES** | |
| * Objective and performance focused | * Budgeting & financial management |
| * Strong work ethics and organization | * Effective problem-solving skills |
| * Project management experience | * Strong analytical skills |

**EDUCATION SUMMARY**

* **Diploma in Civil Engineering | 2004**

Tolani F. G. Polytechnic. Adipur - Kachchh, Gujarat.

* **Auto CAD Certificate course | 2002**

Tolani F. G. Polytechnic, Adipur - Kachchh, Gujarat

* **Draughtsman Civil | 1998**

Industrial Training Institute, Gandhidham–Kachchh, Gujarat

**PROFESSIONAL EXPERIENCE**

* **Karmaa SR Consultants Pvt Ltd, Mumbai. ‘April 2019 – Currently working’**  Work Profile: EPC Projects - Project coordination/management/execution, Costing

Project planning & Scheduling, design coordination and management

Coordination between all stakeholders of respective projects on technical and project issues. Prepare a project execution plan in consultation with main stakeholders in order to accomplish its objectives within constraints of time, quality and agreed costs.

Implement approved procedures for tendering, selection and appointment of contractors, labour matters, payment terms, dealings and communication between all parties - clients, architects, consultants and contractors, and redressal of issues for effective coordination and collaboration. Float tenders, invite proposals, analyse and recommend to senior management, the list of consultants/ vendors / subcontractors / suppliers capable of executing projects within agreed time and cost.

Review and approve the drawings submitted by contractors and ensure that all parties concerned i.e., Consultants, Operations, Marketing, Landlords and local authorities examine them.

Coordinate with Consultants and contractors (where applicable) on all issues pertaining to drawings, programs & schedules and ensure timely resolution of all issues. Also monitor progress against the project program and keep the Management updated on project progress.

Manage projects on an ongoing basis from a technical delivery perspective, in accordance with budgets and schedules across the various stages - design, tendering, finalization, execution and delivery and in accordance with the project contract requirements to ensure contract deliverables are adequately addressed and closed out at project completion.

Manage vendor relationships including conducting planning session with vendors and service providers and define project and performance expectations. Conduct quality checks to ensure that the material meet all client specifications, coordinate with all concerned to ensure adherence to quality, health and safety regulations.

Prepare and update the project tracking report on a weekly basis to reflect the progress of project delivery and roll out and flag any issues to all concerned and initiate remedial action to ensure execution of project as scheduled. Identify and evaluate new

Projects: IWI Stationary Pvt Ltd-Bhopal, Mahindra & Mahindra East RDC at Kharagpur, WB, United Spirits Ltd, Baramati.

* **Innov8 Interiors LLC, Dubai, UAE. ‘Dec 2016 – Feb 2019’ Work Profile: Project management, QS-Estimation, Planning & Scheduling**

Coordination with all stakeholders of respective projects on technical and project issues. Prepare a project execution plan in consultation with main stakeholders in order to accomplish its objectives within constraints of time, quality and agreed costs.

Implement approved procedures for tendering, selection and appointment of contractors, labour matters, payment terms, dealings and communication between all parties - clients, architects, consultants and contractors, and redressal of issues for effective coordination and collaboration. Float tenders, invite proposals, analyse and recommend to senior management, the list of consultants/ vendors / subcontractors / suppliers capable of executing projects within agreed time and cost.

Review and approve the drawings submitted by contractors and ensure that all parties concerned i.e., Consultants, Operations, Client, Landlords and local authorities examine them.

Coordinate with Consultants and sub-contractors (where applicable) on all issues pertaining to drawings, programs & schedules and ensure timely resolution of all issues. Also monitor progress against the project program and keep the Management updated on project progress.

Manage projects on an ongoing basis from a technical delivery perspective, in accordance with budgets and schedules across the various stages - design, tendering, finalization, execution and delivery and in accordance with the project contract requirements to ensure contract deliverables are adequately addressed and closed out at project completion.

Manage vendor relationships including conducting planning session with vendors and service providers and define project and performance expectations. Conduct quality checks to ensure that the material meet all client specifications, coordinate with all concerned to ensure adherence to quality, health and safety regulations.

Prepare and update the project tracking report on a weekly basis to reflect the progress of project delivery and roll out and flag any issues to all concerned and initiate remedial action to ensure execution of project as scheduled. Identify and evaluate new

Products / solutions including material to be used bearing in mind quality and cost effectiveness. Provide material specification and oversee procurement of the material from supplier

Supplier/sub-contractor payment certification, LPO release, cash flow management, materials management & design management.

Preparation of project control/financial control sheet in coordination with accounts. Attend business meetings with BDM to ensure client to be aware all technical aspects of the company.

Work in coordination with accounts to control and to ensure estimated profits for the company to be achieved.

*Accomplishments:*

Completed Projects for Design + Build of commercial interiors totalling in excess of 7000 Sqm and contract value exceeding AED 20 million for Terrazzo, IP Global, Cavendish Maxwell, One Business Centre at Media One & One JLT.

Clients/Projects: Terrazzo, Cavendish Maxwell, IP Global, Dusit Thani, DIFC, Emmar Malls, One Business Centre & My office.

* **Livewell Interiors LLC, Dubai, UAE. ‘Apr 2013 – Oct 2016’**

Work Profile: QS-Estimation, Project management, Procurement

Prepare BOQs from drawings, price and obtain management approval to bid for the job.

Procure labor cost, material cost by applying standard estimation methods, vets the price to arrive at competitive labor and material cost to be submitted to management/client for their perusal and decision.

Assist Project Manager, in implementing strategies and plans to ensure that estimating process takes place in most professional and cost-effective manner, in coordination with Quantity Surveying department.

Float tenders, invite proposals, analyse and recommend to senior management, the list of consultants/ vendors / subcontractors / suppliers capable of executing projects within agreed time and cost. Review and approve the drawings submitted by contractors and ensure that all parties concerned i.e., Consultants, Operations, Marketing, Landlords and local authorities examine them.

Coordinate with Consultants and contractors (where applicable) on all issues pertaining to drawings, programs, schedules and ensure timely resolution of all issues, in accordance with budgets and schedules across the various stages - design, tendering, finalization, execution and delivery and in accordance with the project contract requirements to ensure contract deliverables are adequately addressed and closed out at project completion.

Manage vendor relationships including conducting planning session with vendors and service providers and define project and performance expectations.

Identify and evaluate new products / solutions including material to be used bearing in mind quality and cost effectiveness.

Provide material specification and oversee procurement of the material from supplier Design coordination with architects and interior designer.

Site management including daily work execution, managing inhouse workers and sub-contractors, on site coordination & liaising with local authorities.

*Accomplishments:*

Secured project for Design + Build of F&B + Retail interiors totalling in excess of 10,000sqft and contract value exceeding 6 million AED.

Worked on project: Costa Coffee Stores (Total 42 outlets), MMI Store at Shk. Zayed Rd. Rivoli Tissot store at Dubai Festival City, & Little Italy in Safeer Mall, Sharjah

* **IPS-Mehtalia Consultants Pvt Ltd. Mumbai, India. ‘Jan 2010 – Mar 2013’**

Work Profile: Project Coordination, QS, Site Execution

Interface with all stakeholders of respective projects on technical and project issues. Prepare a project execution plan in consultation with main stakeholders in order to accomplish its objectives within constraints of time, quality and agreed costs.

Implement approved procedures for tendering, selection and appointment of contractors, labour matters, payment terms, dealings and communication between all parties - clients, architects, consultants and contractors, and redressal of issues for effective coordination and collaboration. Float tenders, invite proposals, analyse and recommend to senior management, the list of consultants/ vendors / subcontractors / suppliers capable of executing projects within agreed time and cost.

Review and approve the drawings submitted by contractors and ensure that all parties concerned i.e., Consultants, Operations, Marketing, Landlords and local authorities examine them.

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Manage projects on an ongoing basis from a technical delivery perspective, in accordance with budgets and schedules across the various stages - design, tendering, finalization, execution and delivery and in accordance with the project contract requirements to ensure contract deliverables are adequately addressed and closed out at project completion.

Manage vendor relationships including conducting planning session with vendors and service providers and define project and performance expectations. Conduct quality checks to ensure that the material meet all client specifications, coordinate with all concerned to ensure adherence to quality, health and safety regulations.

Prepare and update the project tracking report on a weekly basis to reflect the progress of project delivery and roll out and flag any issues to all concerned and initiate remedial action to ensure execution of project as scheduled. Identify and evaluate new

Engineering Projects: L&T-HED, L&T Power, EWAC Alloy, Kalpataru Power Transmission, Siemens, LG Electronics, S.H.Kelkar & Co.,

Pharmaceutical Projects: Pfizer Pharma, IPCA Laboratories, Hospira Healthcare, Unichem Laboratories.

* **Desarch Pentacl Pvt Ltd. Mumbai, India. ‘Nov 2007 – Dec 2009’**

Work Profile: QS & Estimation & Design Coordination

Prepare BOQs from drawings, price and submit to the Estimating Manager for approval.

Procure labor cost, material cost by applying standard estimation methods, vets the price to arrive at competitive labor and material cost to be submitted to management/client for their perusal and decision.

Coordinate with Consultants and contractors (where applicable) on all issues pertaining to drawings, programs, schedules and ensure timely resolution of all issues, in accordance with budgets and schedules across the various stages - design, tendering, finalization, execution and delivery and in accordance with the project contract requirements to ensure contract deliverables are adequately addressed and closed out at project completion.

Manage vendor relationships including conducting planning session with vendors and service providers and define project and performance expectations.

Identify and evaluate new products / solutions including material to be used bearing in mind quality and cost effectiveness.

Provide material specification and oversee procurement of the material from supplier Design coordination with architects and interior designer.

Clients/Projects:

Tata Croma, Shopper Stop, Marriot Courtyard, City Max Hotels, Dish Hospitality, Future Generali, Central, KFC, Gloria Jeans Coffees, Pizza Hut.

* **Mahimtura Consultants Pvt Ltd, Mumbai, UAE. ‘May 2004 – Oct 2007’** Work Profile: Site Execution, QA & QC.

Execute site including managing day-to-day activities on site, responsible of smooth progress of project and timely completion of task. Materials and manpower management for client and contractor. Coordinate with architects & structural designers to ensure on time delivery of drawings. Prepare reconciliation statements and materials requisitions.

Attend site visits of client, architect and structural designers. Assist Project Manager, in implementing strategies and plans to ensure timely completion of each activity affecting construction phase and schedule in coordination with QS department. Manage vendor relationships including conducting planning session with vendors and service providers and define project and performance expectations.

Project Name: Jasper A & B, A ground + 14 story building with 140,000 sq.ft total floor area.

Location: Hiranandani Estate, Thane Maharashtra.

**EXTRA EXPERIENCE/TRAINING**

M/s M.L. Pinara, Gandhidham, Kachchh, India. *(Civil Contractor)*

Worked full time as a trainee during engineering studies. - *Duration 5 years*

**COMPUTER PROFICIENCY**

* Windows 10 /MAC OS
* Auto CAD
* MS Project

**PERSONAL INFORMATION**

* Date of Birth: 01/11/1980
* Marital Status: Married
* Hobbies: Book reading, music listening, travelling.