



# Imran Mulani

## CONTACT DETAILS



+91 7738122275



imranbmulani@gmail.com



1306, Parshwanath Galaxy CHSL,  
Behind Mahindra Showroom,  
Kasarwadavali Naka,  
Ghodbunder Road,  
Thane (W) – 400615

## EDUCATIONAL QUALIFICATION

Bachelor of Civil Engineering from  
Dr. J. J. Magdum College of Engineering,  
Jaysingpur, affiliated to Shivaji University,  
Kolhapur in May 2003

## PERSONAL DETAILS

D. O. B. | 24<sup>th</sup> April, 1981

Marital Status | Married

Kids | 1 Son & 1 Daughter

PAN | APDPM3782M

Aadhar No. | 358630621851

Passport No. | P 1320400 valid till 15<sup>th</sup> May, 2026

Languages | English, Marathi, Hindi



## Objective

Seeking a strategic leadership role, leveraging 21 years of comprehensive experience in project management, billing, contract management and team leadership to drive organizational excellence and operational efficiency.

## Professional Synopsis

- Result-oriented, technically proficient, and dynamic professional with **21 years** of comprehensive experience in Project Management, Billing, Project Planning, Value Engineering, Cost Control, Tendering, Contract Management, and Procurement.
- Proven track record of leading cross-functional teams, developing standardized processes, and implementing strategic initiatives that enhance operational efficiency and project profitability.
- Expert in managing complex billing cycles, ERP systems, and financial reporting with a strong focus on accuracy, compliance, and timely execution.
- Demonstrated ability to develop and implement national-level frameworks, Standard Operating Procedures (SOPs), and performance metrics across multiple project sites.
- Skilled in building high-performing teams, fostering a motivating work environment, and driving continuous skill development and innovation.
- Flair for dealing with diverse range of people including Architects, Consultants, Engineering Professionals, Contractors & Vendors.
- Flexible & receptive to new ideas as well as persuasive for own ideas & opinions.

## Software Skills

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Microsoft Project, Microsoft Visio & Microsoft Teams
- AutoCAD
- Google Sheets & Google Forms
- In4Suite RE ERP
- SAP – PS Module (Billing Part)

○ **Project Management**

- Coordination with internal and external stakeholders of the project for drawings and design data.
- Initial preparation for starting the project, viz., Project Plan, Quality Assurance Plan, Work Breakdown Structure, Baseline Schedule, Bill of Quantities, Technical Specifications and Preliminary Budget.
- Monitoring progress of work in terms of scope, cost, resource deployment, time over-runs, quality assurance and quality control with compliance to safety.
- Identify the risks and problems and develop cost effective solutions to resolve the issues.
- Review and improve system processes in order to minimize internal Lead time.
- Involve in finalization of SOPs and Quality Management System Documents.
- Visit project sites on regular basis for review of progress and quality of work.

○ **Contract Management**

- Source and identify suitable contractors and develop database through prequalification and registration process and vet them based on resources, schedule, quality of work and claims through performance evaluation system.
- Prepare tender documents, float the tenders to shortlisted agencies, conduct pre-bid meetings, reply to queries of the tenderers, receive priced tenders with requisite submittals, evaluate the tenders, conduct negotiation meetings and finalize the contract with approval of management.
- Prepare LOIs and Work Orders as per final mutually agreed terms with the contractors, contractual correspondence with the contractors pertaining to Construction Schedules, Insurance Policies, Bank Guarantees, Indemnity Bond, Work Method Statements, Statutory Compliances, etc.
- Keep Track of all contractual documents and correspondence.
- Resolve Extension of Time claims through forensic and delay analysis.
- Provide technical aid to Legal department for matters under litigation and Arbitration.

○ **Materials Management**

- Select best suppliers based on cost, quality and time through vendor registration, factory visit of manufacturers and vendor evaluation process.
- Sourcing materials through Supply Chain Management.
- Identify new products with market research for Value Engineering and value addition to the project
- Vet and approve indent received from site.

○ **Billing**

- Scrutinizing the bills of Consultants, Contractors and suppliers with reference to the Contractors and Purchase Orders for recoveries, tax components and net payable amount.
- Audit reconciliation of materials and supporting documents.
- Prepare aging statement of outstanding bills to prioritize urgent payments.
- Maintain and update Contracts and Billing Statement for knowing real-time expenditure.
- Prepare Budget vs Actual Report to know variance.

- **Standardization & Process Improvement**

- Develop, implement, and maintain organization-level frameworks and SOPs for planning, quantity surveying, and billing operations.
- Ensure compliance with industry standards and client contractual requirements, minimizing discrepancies and disputes during execution and billing stages.
- Build digital tools to improve project planning, billing, and reporting efficiency.

## Career History

- Currently working as a **Sr. Manager – Billing** with **Dynamix Group** (Jan-2021 to Present)

### Projects Handling :

- Parkwoods – 2 High Rise Residential Towers (Tower D5 and D6) having 4 Basements + Ground + Podium + 55 Floors each at Ghodbunder Road, Thane (W).
- Avanya – 4 High Rise Residential Towers (Tower A, Tower B, Tower C and Tower D) having 2 Basements + Ground + 37, 37, 36 and 36 respectively at Dahisar Chek Naka, Dahisar (E), Mumbai.

- Worked as a **Sr. Manager – Projects** with **Raje Project Management Consultants** (Nov-2016 to Aug-2020)

### Projects Handled :

- An EPC project of Factory Building for M/s. Balmer Lawrie Van Leer Limited at Dahej III, Gujarat (18000 sq. m. plot area).
- Krishna Raj – Residence of Cine Star Rishi Kapoor having Basement + Ground + 2 Parking Floors + Service Floor + 2 Triplexes + Service Floor + Pool Level at 56, Pali Hill, Bandra (W).
- 63 JVPD – A Residential Building having Basement + Ground + Podium + Service Floor + 11 Floors + Pool Level at Gulmohar Road, JVPD Scheme, Vile Parle (W), Mumbai.
- Ayana – Residential Project having 3 Basements + Ground + 2 Parking Floors + 7 Duplexes + Pool Level at Nepean Sea Road.

- Worked as a **Sr. Manager – Contracts & Procurement** with **Bhattad Group** (Feb-2014 to Nov-2016)

### Projects Handled :

- Bhattad Aurus - A Residential cum Commercial project having 2 Basements + Ground + 8 Floors at Kalpana Chawla Chowk, Next to Kora Kendra, Borivali (W), Mumbai.
- Bhattad Augustine – A Residential cum Commercial project having Ground + 6 Floors at Bangur Nagar, Goregaon (W), Mumbai.
- Bhattad Sankalp – A Redevelopment project with mixed use development having 2,50,000 sq. ft. construction area at Bhuleshwar, Mumbai.

- Worked as a **DGM – Contracts** with **Mantri Realty Limited** (Dec-2010 to Jan-2014)

**Projects Handled :**

- Mantri Serene – A Residential Building project having 2 Towers of Basement + Ground + 18 Floors at Shivshahi Prkalp, Goregaon (E), Mumbai.
- Mantri Premero – A Residential Building Project having 4 Towers of Basement + Ground + 16 Floors at Sarjapura Road, Bengaluru, Karnataka. (Construction Area – 4,25,000 sq. ft.)
- Mantri Royale - A Residential Building Project having 4 Towers of Basement + Ground + 7 Floors at Kanakpura Road, Bengaluru, Karnataka. (Construction Area – 2,60,000 sq. ft.)
- Mantri City – A Township project spread over 81 acres area consisting of Development Plots, Independent Villas and Apartments at Gwalior, Madhya Pradesh.
- Mantri Imperial – A Residential Building Project having Basement + Ground + 12 Floors at Gwalior, Madhya Pradesh.

- Worked as a **Manager – Estimation & Contracts** with **Everest Developers** (Jan-2007 to Nov-2010)

**Projects Handled :**

- Everest World – A 25 acres Township Project of 18 Towers with Stilt + 20 Floors and a common Podium at Kolshet Road, Opp. Bayer India, Thane (W).
- Everest Countryside – A 104 acres Township Project with mixed use development at Kasarwadavali, Off Ghodbunder Road, Thane (W).
- Everest Urbania – A Commercial Project of Basement + Ground + 10 Floors at Ghatkopar (E), Mumbai.

- Worked as a **Sr. Quantity Surveyor** with **Dynamix Group** (Apr-2005 to Jan-2007)

**Projects Handled :**

- Lakshachandi Heights – A Residential Project of 02 Towers with Basement + Ground + 23 Floors at Gokuldham, Goregaon (E), Mumbai.
- Shagun Towers – A Residential Project of 02 Towers with Ground + 15/16 Floors at Yashodham, Gen. A. K. Vaidya Marg, Goregaon (E), Mumbai.
- Milan Mall – A Commercial Project with Basement + Ground + 4 + Floors at Santacruz (W), Mumbai.

- Worked as a **Billing Engineer** with **Raksha Construction Company** (Jun-2003 to Mar-2005)

**Projects Handled :**

- Runwal Pride – A Residential Project of 02 Towers with Basement + Ground + Podium + 28 Floors behind R-Mall, Mulund (W), Mumbai.
- R-Mall – Repair and alteration works in R-Mall at Mulund (W), Mumbai.