

# Manoj Dixena

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Nationality: Indian

Date of Birth: Oct 11<sup>th</sup> 1982

International Driving License: Yes



## SUMMARY

Civil Engineer with more than 7+ years of vast experience through Middle East and South East Asia in field of Waste Management, Interior Designing, Property Management, Estimation, Residential and Industrial projects. Experience in site supervision, construction works, quality control, designing and evaluation. Possessing excellent organizational, planning and time management skills as well as boasting a consistent track record of improving efficiency, maximizing profits whilst minimizing costs. Able to manage and coordinate all construction activities and ensured that all project deliverables are achieved with regards to safety, quality and cost.

## EXPERIENCE

Synergy Building Systems LLC, Muscat, Oman / Dubai, UAE

June 2015 – Dec 2015

### Project Lead

- > Evaluating design options of Buildings and Landfill cells for waste management projects.
- > Carrying out construction quality assurance (CQA) processes to confirm that construction work is being carried out to the accepted design.
- > Working closely with clients and liaising with consultant, both on and off-site.
- > Maintaining of variation and claim reports and other pre approval documents.
- > Monitor the progress of the site activities on a daily basis.
- > Material delivery planning, developing schedules, reviewing and defining project scope.
- > Liaising with Shipping and local agents for delivery status of material on site.
- > Daily discussion with supervisors and technicians in aspects of projects status.
- > Project status, other financial and organizational related reports to senior management.

Hues & Shades Interior Decoration LLC, Dubai, UAE

November 2013 – April 2015

### Project Engineer

- > Responsible for the management of construction and interior fit out process of the company's projects.

- > Administering all projects related NOC and Government bodies approvals.
- > Budget planning, product cost control, developing schedules, reviewing and defining project scope.
- > Monitor the progress of the constructions activities on a regular basis.
- > Negotiating with contractors and project consultants about project progress status.
- > Administering all project related purchase order, contracts & financial issues, establishes project objectives.
- > Attending meeting with contractors and sub teams in all aspects of projects status, including claims, final accounts, variations.
- > Maintaining of project contract records, variation and claims registers files.
- > Attending inspection for Civil Defence and Dubai Municipality.
- > Project status, other financial and organizational related reports to senior Management.

*Altisource Business Solutions, India / Philippines*

*December 2010 – July 2013*

### **Sr. Property Management Engineer**

- > Managing a team of 15-20 associates.
- > Negotiating with contractors bid and finalizing contractors for the works.
- > Attending meetings with onshore contractors in status of works.
- > Routine meetings with team members.
- > Analyze the repair cost using Repair Base software.
- > Coordinate with senior management for work approval.
- > Analyses of process gaps and advising senior management on process improvement parameters.
- > Coordinate with IT team in developing new vendor management system software.
- > Coordinate with internal department for contractor related queries.
- > Attending meeting with senior management for team, vendors reports.
- > Weekly, monthly team and vendors report to senior management.

*Digital Building Services Pty. Ltd., India*

*July 2009 – November 2010*

### **Energy Rating / House Estimator**

- > Managing a team of 8-10 associates.

- > Trained them on estimate based software and FirstRate5® house energy rating software.
- > Attending meeting with onshore based clients in status of projects.
- > Quantity takes off from cad drawings.
- > Coordinate with onshore based engineers to deliver projects on time.
- > Routine meetings with team members to motivate them on project and resolve their queries.
- > Weekly and monthly report to senior management.

#### *Aryan Ispat & Power Pvt. Ltd., India*

*May 2007 – August 2008*

#### *Graduate Engineer Trainee*

- > Execution of work as per drawing specification.
- > Routine site supervision and Technical advising to contractors for any site issue.
- > Quantity takes off from cad drawings.
- > Routine Quality check of materials as per IS code at sites.
- > Site measurement and verifying contractor bills.
- > Coordinating with internal departments for status of materials.
- > Coordinating with vendors, consultant for timely handover of projects
- > Daily, weekly and monthly report to senior management

### **EDUCATION**

*June, 2006*

*North Maharashtra University, India.*

**BACHELOR OF CIVIL ENGINEERING – 1<sup>ST</sup> GRADE**

### **PROFESSIONAL SKILLS**

- Project Management
- Site Management
- Operational Management
- Financial Management
- Budget / Cost Control
- Contract Negotiations
- Bid Management
- Hiring Construction Staff
- Health & Safety Regulations
- Construction Materials

## SOFTWARE SKILLS

Autodesk AutoCAD	Autodesk Revit
MS Office	MS Project

## CERTIFICATION

*Certified Fire Protection Specialist - ATS, Oman*

OCTOBER 2015 – OCTOBER 2018

## LANGUAGES

- English
- Hindi

## REFERENCES

- Available on request