

## CURRICULUM VITAE

**VIVEK KUMAR HARDAHA**

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### **OBJECTIVE**

“To work with an organization where, is a scope for self-improvement and Knowledge enhancement which will provide an opportunities to exhibit the best of my ability and contribute towards organizational development. Always willing to work as a key player in challenging & creative working environment”.

### **LAST WORKING STATUS**

**Shapoorji Pallonji & Co. Pvt. Ltd from 1<sup>st</sup> August, 2013**

**Designation** - MEP SITE INCHARGE (S-002) [MEP (Mechanical, Electrical & Plumbing)]

**Total Experience** -5 years 6 Months

#### **1<sup>st</sup> PROJECT - NMDC STEEL PLANT NAGARNAR, JAGDALPUR (C.G)**

**DEPARTMENT**- PLANT MACHINERY VEHICLE (PMV)

**SPECIFICATION** – Batching plant operation, DG maintenance, Construction Vehicle maintenance

**DESIGNATION**- GET MECHANICAL

**EXPERIENCE** - AUG'13 – OCT'13 (3 Month)

#### **2<sup>nd</sup> PROJECT - TCS IT SEZ PARK RAJARHAT, KOLKATA (W.B) (SPCL-L&T-UJV)**

**DEPARTMENT**- MECHANICAL ELECTRICAL PLUMBING (MEP)

**SPECIFICATION** – HVAC, FIRE FIGHTING

**DESIGNATION**- MEP ENGINEER (S-002)

**EXPERIENCE** - NOV'13-OCT'14 (1 Year)

#### **3<sup>rd</sup> PROJECT - RAGHUNATHPUR GOVT. HOSPITAL PROJECT (W.B.)**

**DEPARTMENT**- MECHANICAL ELECTRICAL PLUMBING (MEP)

**SPECIFICATION** – OVERALL HOSPITAL MEP SERVICES (HVAC, FIRE FIGHTING, ELCTRICAL, LIFT.PLUMBING, ELV, FDA & PA, STP, WTP, MEDICAL EQUIPMENT, MEDICAL GAS, NURSE CALL SYSTEM)

**DESIGNATION**- MEP SITE INCHARGE (S-002)

**EXPERIENCE** - NOV'14 – APRIL'17 (2 Year 6 Month)

**(HANDED OVER)**

#### **4<sup>th</sup> PROJECT – GENERAL BUS STAND CUM MULTI LEVEL CAR PARKING CUM COMMERCIAL COMPLEX, JAMMU DEVELOPMENT AUTHORITY,JAMMU(J&K)**

**DEPARTMENT**- MECHANICAL ELECTRICAL PLUMBING (MEP)

**SPECIFICATION** –MEP SERVICES (HVAC, FIRE FIGHTING, ELCTRICAL, LIFT.PLUMBING, ELV, FDA & PA, STP, WTP,HOT WATER GENERATOR,SOLAR POWER)

**DESIGNATION**- MEP SITE INCHARGE (S-002)

**EXPERIENCE** - May'17 – Jan'19( 1 year 09month)

## **JOB RESPONSIBILITIES**

1. Review engineering drawing and specifications and ensure the correctness of transfer of drawing details to ground.
2. Estimation of Quantity from Construction drawing, Prepare rate analysis for Specific MEP Package, Prepare Bill of Quantity (BOQ) as per client request.
3. Ensure the quality of the materials used for construction.
4. Supervision and Quality of structure works as per drawing & specifications .
5. Preparing comparative statement, Cost Control Activities, documentations
6. Handling installation, Testing, Commissioning of HVAC system.
7. Handling Installation, Testing, Commissioning of PHE System (Plumbing) Including Hot and Cold Water System, Pneumatic System, Water treatment Plant (WTP) and Sewerage Treatment Plant (STP).
8. Monitoring the installation, Testing, Commissioning of Electrical system, LIFT, Fire fighting System of Smoke Detector, Heat Detector, MCP, and Fire-Phone, BMS equipment's, Nurse Call system, Hospital Medical gas System, Medical Equipment's.
9. Preparing Client Running Account Bills (RAB) and certified with client and follow up for Payment.
10. Checking and certifying of Sub-Contractors RA Bills.
11. Co-ordination with Client and Consultant for speedy completion of project.
12. Co-ordination with sub-contractors to achieve the target as per schedule for the timely completion of the project.
13. Review technical transmittals from subcontractors for the project.
14. Review the shop Drawings and follow-up for execution.
15. Plan and schedule for the MEP services for their execution.
16. Co-ordinate with other services and resolve the site related issues.
17. Preparing logistic plan for major equipment for rigging and Unloading.
18. Raising RFIs NCRs for smooth functioning of MEP services.
19. Prepare material reconciliation statement.
20. Co-ordination with Third party commissioning agency & all other service contractors for interfacing & integrating of all services.
21. Liaison with Customer and Consultant for speedy execution.
22. Project supervision & execution adhering to designed Quality and Safety requirements to meet the deadline of completion.
23. Sub-Contractors work follow-up in accordance with project schedule for their timely completion.

24. Following the work of supervisors, and technicians.
25. Responsible for safety of man and material during installation.

### WHY SHOULD I CONSIDER MYSELF FIT FOR THIS JOB

I believe in quick learning with performing and also curious about my work. While working in a MNC like Shapoorji Pallonji & Co. Ltd. I have improved my skills in self-motivation and target orientation. As a Site In charge I used to develop my human management skill and to maintain a healthy working relationship among co-workers, vendors and the clients. I have experienced nearly all up and down from site level to executive level. As a part of team I experienced the whole process of a project from its beginning to become handed to the client. My skill and my positive attitude suit your company profile for the success year by year.

### CURRENT CTC

- 5.4 Lakh per annum

### EXPECTED CTC

- 6 to 7 lakh per annum

### EDUCATIONAL QUALIFICATION

EDUCATION	YEAR	COLLEGE/SCHOOL	UNIVERSITY/ BOARD	PERCENTAGE		
				SEMESTER	SPI	%
B.E (Mechanical Engineering)	2009-13	Raipur Institute of Tech, Raipur(C.G)	CSVТУ, Bhilai (C.G)	1 <sup>st</sup>	8.40	74.9%
				2 <sup>nd</sup>	7.96	72.7%
				3 <sup>rd</sup>	7.44	67.9%
				4 <sup>th</sup>	8.11	73.8%
				5 <sup>th</sup>	8.82	80.2%
				6 <sup>th</sup>	8.50	79.3%
				7 <sup>th</sup>	8.74	80.8%
				8 <sup>th</sup>	8.59	81.1%
AISSE (Class XII)	2009	Kendriya Vidyalaya Balco Korba (CG)	CBSE	76.6 %		
AISSE (Class X)	2007	MGM Eng. Med School Balco Korba (CG)	CGBSE	83.83 %		

## COMPUTER SKILLS

- MS-Office package

## STRENGTH

- TIME EFFICIENT, SYSTEMATIC WORKING METHODOLOGY.
- INVOLVEMENT IN DEBAT, GROUP DISCUSSION.
- LEADERSHIP, HUMAN MANAGEMENT SKILLS

## LANGUAGE KNOWN

1. Hindi
2. English

## INDUSTRIAL TRAINING

1. Bharat Aluminium Company Limited (BALCO) Korba (C.G.)
2. National Thermal Power Corporation Limited Korba (C.G.)

## PERSONAL INFORMATION

<b>Date of Birth</b>	:	11-June-1991
<b>Sex</b>	:	Male
<b>Father's Name</b>	:	Suresh Kumar Hardaha
<b>Nationality</b>	:	Indian
<b>Marital Status</b>	:	Single
<b>Hobbies</b>	:	Playing Chess and Sudoku

## ADDRESS

### Temporary/Permanent Address

Vivek Kumar Hardaha  
S/o Suresh Kumar Hardaha  
House No. 721 Ward 27 Bhadrappara  
Balco Nagar Korba (Chhattisgarh)  
Pin. No- 495684

## DECLARATION

"I, hereby declare that the above information furnished by me is true as per my knowledge. I assure that I would put in my best efforts to prove myself in the assigned job and help in growth of organization."

PLACE:

DATE:

Vivek Kumar Hardaha