***R E S U M E***

**GOVIND PRASAD KHARE** **Profession: Civil Engineer**

**Phone: 09015521990, 08447744787**

**E\_mail:govind.amrapali@gmail.com**

**OBJECTVE**

* *Seeking a quality environment where in knowledge and experience can be shared and enriched .looking for the opportunity where I can improve my knowledge and sound experience*

**Educational Qualification**: ***10+2 passed*** *From U.P Board Allahabad in 2003.*

***Diploma in Civil Engineering*** *2007 from Board of Technical Education U.P. Lucknow with First Class in 2007.*

***Diploma in Project Management*** *2008 from National Institute of Labour Education & Management (NILEM)*

***IT Skills*** *: AutoCAD – 2D Drawings.*

*: Microsoft office excel work sheet.*

*: Microsoft office work document.*

*: Internet surfing*

***Total Experience :* (7.3Years)**

***General Background :*** *Experienced civil engineering with proven accomplishments in the areas of site activities and planning*

*: Have a variety of job and responsibilities for the complete management of site for major project.*

*: Personal attributes include dedication to a job. The ability to affect strong loyalty from subordinates effectives in working independently or a part team facility for rapid analysis of problem situation.*

***Present Status Employer:***

* ***Amrapali Group.*** *Amrapali Leisure Park GH-01 Tech Zone 4 Noida Extension as a* ***Site Engineer civil*** *since Jan-2011 to till date*

*Company Profile - Client*

*Project Cost - 511 Crores*

*Project Detail - 19 Tower (B+G+14) & 10 Tower (B+G+22 Residential* *project Area-25 Acres*

***Previous Experience & Employer:***

* ***DLF Laing O’ Rourke (India) Ltd.*** *DLF Phase-II Cyber City, Plot No7A & 7B Gurgaon (Haryana) as* ***Jr. Engineer Trainee*** *(Construction)since Oct. 2007 to Cct. 2009*

*Company Profile - Client*

*Project Cost - 250 Crores*

*Project Detail - 2 Tower (3B+G+7 Commercial offices project Area-8.5 Acres*

***Area of Experience:***

***Project Execution:***

1. *Site execution as per drawings.*
2. *Technical supervision for Building construction works.*
3. *Visit the project site regularly and Track the actual progress on daily basis with respect to Monthly and weekly programs.*
4. *Capacity to control and proper handling of skilled and unskilled labours.*
5. *Capability of preparation of bar charts for timely execution of project & monitoring.*
6. *Checking of form work & Steel as per drawing/specification*
7. ***Construction Management:***
8. *Day to programming as per requirement.*
9. *Co-ordination with different agencies like contractors.*
10. *Overall Supervision of construction work*
11. *Development of manpower and procurement of material at site.*
12. *Maintaining the Quality of work.*
13. *Interaction and correspondence with the architect and handling of work of sub-Contractor.*
14. ***Quantity Survey:***
15. *Preparation of sub-Contractors bill.*
16. *Knowledge of prepare reconciliation statement (Material and labours).*
17. *Knowledge of prepare Estimating and Costing Statements.*
18. *Prepare of bar bending schedule*
19. *Prepare of work order with QTY.*
20. *Prepare of Cost To Complete & Monthly monitoring of (CTC)*

***PERSENT JOB RESPONSIBILITIES:-***

*: - Doing site visit for Preparation of progress (Physical) report for the (contractor) executed work in last month*

*: - Doing site visit for Physical stock of raw material lying at site related to material reconciliation of last month*

*: - Contractor bill receiving & Checking all of the details on Bill i.e. Invoice No., Bill Date, PAN No. Service Tax Registration No. name & Add of contractor, labour muster roll, category, VAT registration (if applicable),stamp & signature of the authorized signatory of the vendor.*

*:-Check and verify the Contractor’s bills as per Execution. (CIVIL & MEP)*

*: - Doing Site Visits for physical checking of bills at site case to case.*

*: - Checking of bill as per work order, Technical submittal & Drawing*

*:- Material reconciliation of steel, cement & other materials per theoretical v/s Actual & Make recovery in case of excess consumption v/s Wastage.*

*:-Prepare of monthly contractor outstanding & payment recommendation as per bill verify amount.*

*:-Prepare of work order with QTY.*

*: - Prepare of Cost To Complete & Monthly monitoring of (CTC)*

***Personal details:***

**Fathers Name :** *Sri Ram lal khare*

Permanent address :*Vill. Jogidipa. Post- Pirda, Distt –Janjgir champa*

*Chhattisgarh 495691*

Present address : *C/o Prem Mourya B22 Sec-35 Near Mitra hospital*

*Noida (U.P) 201301*

**Date of birth :** *25-09-1985*

**Marital status :** *Married*

**Languages known** : *English, Hindi.*

*The particulars given above are true to the best of my knowledge and belief. Should by your choice fall on me, I will best to serve under you for your satisfaction regarding punctuality and honesty.*

*Thanking you,*

***Date:-***

***Place:-***

***(GOVIND PRASAD KHARE)***