**Vini Rawat**

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**Assignments** in **Planning and Coordination-MEP Services**

**Industry Preference:** Construction/ Engineering / Manufacturing/Hotel

**Location Preference:** Preferably Raipur,Kota,Jaipur,Delhi,Noida,Gurgoan

**PROFILE SUMMARY**

* PGP (Project Engineering & Management) with the experience of **2 years and 5 Month**in Planning and Coordination-MEP Services,Contracts,Execution,Design.
* Responsible for **awarding contracts for the MEP packages**.
* Preparation of logic note for **cost approval**.
* Ensuring the contract awarded is **within budget**.
* Closing of MEP contracts matching the **project timelines** and within the allotted time for closure.
* Responsible for conducting **KOM** after the award of contract.
* Responsible for issue of **Contractual letter** to the vendor**.**
* Responsible for cordinaion with consultants and contractors for preparation of shop drawings.
* Responsible for **site execution** for Mock up room for IHG Hotel(Holiday inn Express).
* Managing the project operations with a view to ensure timely accomplishment of **project targets within the time and cost parameters.**
* Prepare **Logistic plan** for HT and LT panel, Transformers.
* **Technical Evaluation** for Temporary Electrical works.
* Responsible to execute the site as per shop drawing and coordination with consultant for issuing **shop drawing.**

**TOTAL EXPERIENCE**

* Total Experience in Technical,Contracts and Project management is **2 Years 5 Months.**

**ORGANISATIONAL EXPERIENCE**

**M/s Brigade Enterprises Ltd Apr’14 to Present**

**Engineer-Planning and coordination**

**Key Result Areas:**

**Planning/Design:**

* To facilitate timely completion of Project through planning and monitoring.
* Cordinations with the consultants for timely issue of drawings and tender documents.
* Review of tender document and drawings.
* Review of shop drawings by the contractor.

**Contracts:**

* Conducting Techno-commercial meeting with the vendor and consultant.
* Responsible for negogiation meeting with the vendors.
* Prepararion of Cost and specification comparatives.
* Responsible of awarding of contract to the best suitable vendor considering the cost and project timelines.
* Conducting of KOM post contract.
* Responsible of issue of LOA and work order to the vendor.
* Responsible of negogiating for Non tendered items items during execution of project.

**Execution:**

* Monitoring and coordinating site execution team for smooth completion of the  
  project within the stipulated time period.
* Responsible to mobilize vendor / contractor at site.
* Installation of conduit, cable tray, DB at site.
* Preparation of MOM.
* Installation of slab conduit work.

**PROJECT MANAGEMNT SKILLS**

* Premeditated PMBOK book for project management.
* Quality Management
* Material Management
* Procurement Management
* Manpower Management
* Planning
* Site Execution
* Monitoring & Controlling
* Contract closure
* Finalization of vendor
* Coordination of MEP drawings

**ACHEIVEMENT**

* In charge of Services execution of Mock up room for Hotel project.
* Finalization of contract for MEP packages for the hotel.
* Design and build solution for AV package for a commercial building.
* Preparation of Work order for MEP packages.

**TECHNICAL EXPOSURE**

* Trained Materials Management module in SAP.
* Paper published in IJETTCS as “Application based integration of CRM and SCM under E-business environment for construction industry”.
* Industrial visits to BHEL transformer manufacturing division and NPTC site.

**SKILL SET**

* **Microsoft Office ( Ms Office, Ms Power point, Ms Excel)**
* **Microsoft Project**
* **SAP-MM Module**

**ACADEMIC DETAILS**

* PGP ( Project Engineering & Management) from **National Institute of Construction Management and Research**, Pune in 2014 with **7.32 CPI**
* B.E. (Electrical) fromGovt Engineering College,Rewa(MP)in 2010 with **70%.**
* 12th from Central Academy Schhol,Rewa (M.P) in 2005 with **60.4%**
* 10th fromCarmel Convent School,Gwalior (M.P) in 2003 with **64.8%**

**PERSONAL DETAILS**

Date of Birth: 9thNov 1987

Permanent Address: A-131,Green Avenue ,Satai Road, Chhatarpur (M.P)

Languages known: Hindi & English.