**Rita Singh**

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**Objective:**

To excel in my area of activity, by taking up challenging assignments at the workplace, sharpen my skills by maintaining a learning attitude and contribute to the growth of the organization by harnessing these skills, experience and knowledge acquired over the time and thus contribute a part to the society.

**Educational Background** :  
  
MBA/PGDBA (Marketing & Finance) from Jaipuria institute of management, Lucknow 72 % (Distinction) (Admission through CAT- 89 percentile)  
B.E. ( Civil Engineering) from Jiwaji University, Madhav Institute of Technology & Science, Gwalior 80 % (Distinction, 1st rank holder) (Admission through MP PET)  
Class XII ( HSC ) CBSE (1st Division)  
Class X ( SSC ) CBSE (1st Division)

**Experience**: Total experience of around **12 years** in the area **of Project planning, Execution, Procurement & Contract Administration.**

**Present Employer: - KK Construction- from Jan 2015 till date.**

Project Name- Chaitanya Greens (Residential apartments 448 units along with Podium, Club house, Temple etc.)

**Designation: -** **Head (Project Management Cell)**

**Project Planning & Scheduling:-**

* Reporting to the Managing Director, managing 7 team members, contractors, suppliers etc. and coordinating with all architectural, plumbing, electrical, landscaping consultants.
* Estimation, Planning & Execution of Total Project Work: Civil work (Brick work, Plaster, P.C.C., R.C.C.), Electrical, Plumbing, Carpentry, Paint work, Fabrication work, Flooring, False ceiling work, Aluminum Work etc. & Interior work.
* Apart from building construction, successfully constructed supporting plants like STP, WTP, Firefighting, Rain water harvesting, Drainage system & Installation of lifts.
* Reviewed and analyzed architectural plans for proposed project, performed plan takeoffs and create budget, conceptual and final estimates.
* Allocated necessary project resources including subcontractors, suppliers and company labour. Scouting & managing local vendors, suppliers, sub-contractors, wherever applicable.
* Ensured projects were executed according to approved time, cost estimates and quality.
* Created and developed a comparison system of company's subcontractors.
* Fixed software related issues for key documents across the company.
* Managed assigned projects including project schedules, contractor coordination and material scheduling.
* Hiring, training & mentoring of on-site engineers, on a requirement basis.
* Coordinate proposed changes in design with consultants, vendors and engineers while maintaining schedule and budget
* Share timely progress reports and ensure regular meetings with the head office and directors
* Monitor project safety and ensure the project is built according to quality standards of government
* Ensured customer satisfaction from the early design stages through completion of the construction project.
* Worked with architects, draftsman, and local Planning & Zoning departments to ensure project permit approval.

**Procurement**:-i) Procurement of Building Materials and materials for Plumbing, Electrical, Sanitary fittings, Flooring (Tiles), Window frames etc.

ii) Procurement of Lifts, Firefighting equipment’s, pumps, valves etc. through L1, L2 method.

**Contracts & commercials: -** i) Oversaw contractor selection and bid process, awarded contracts.

Reviewed and prepared work order contracts, Purchasing contract, permits, drafts, cost estimates and insurance.

ii) Inviting tenders and issuing Purchase/Work Order to Vendors/Contractors.

iii) Indemnity in case of damage, Settling insurance claims etc.

**Previous Employers :- (I) Bhushan Power & Steel Ltd. Orissa: - 2009 to 2012**

**Contracts & Commercial:-**

* Contract administration and negotiation.
* Contractor Billing-. Studying drawings and preparing bill of quantities, building review format, abstract list and variance reports. Based on this evaluating and maintaining record of running bills for all contractors.Releasing payments and clearing all dues on monthly/quarterly/biannually basis as per terms and conditions of contract.
* Final settlement & Contract closure
* Payment negotiations.
* Manage, Supervise and Visit Contractors On Site and Advice On Civil Engineering Issues
* Assist in the Preparation of Contract Documents, Tendering and Procurement of Projects.

**(II) Future Group-Head Office, Mumbai: - 2007 to 2009**

**Reporting to CEO, Strategy & Convergence team.**

* Managed projects ranging from "decor" conversions to ground up construction.
* Reviewed and approved contract documents.
* Oversaw contractor selection and bid process, awarded contracts.
* Supervised construction, bid and awarded contracts for fixture installation.
* Coordinated all trades, developed and implemented schedules.
* Managed budgets, and coordinated with retail operations during all phases of projects.
* Proficient in handling simultaneous projects and meeting deadlines effectively.

**(III) Indian Institute of Telecom & Management, New Delhi: - 2000 to 2003**

Worked as Lecturer and have taught Engineering Subjects.

**Computer Skills:**   
MS Office, MS Project, AutoCAD.  
  
**Areas of Interest:**   
Contract Management, Procurement, Estimation, Billing, Planning, Project Co-ordination.  
  
**Personal Details:**

**Nationality:** Indian  
**Gender:** Female  
**Date of Birth:** 24/03/1977

**Marital Status:** Married