



**Moheett Matthur**

---

G-102,Greenfields3, Vasna Bhayli Road, Vadodara  
**Contact No.:** 09810422953; **E-Mail:** mohit\_72@hotmail.com

---

**Seeking a challenging role as an engineer/Business development manager with a progressive construction/ infrastructure development company in India.**

---

#### **SNAPSHOT**

---

- Professionally matured Project Manager with career success of 21+ years in contributing construction expertise in development of engineering and works for wide range of construction projects.
- Proven competencies in construction and management area planning, and building technologies with capability to create and develop the projects in stipulated time frame.
- Adept at setting up perfect coordination with consultants, architects, clients and contractors to ensure complete adherence to confirmed project drawings.
- Strong analytical and troubleshooting skills. True team leader, trainer and motivator with ability to integrate team efforts to optimize overall team productivity.
- Superior verbal and written communication skills.

---

#### **Key Strength Areas**

Business development  
Site Supervision / De-bottlenecking  
Coordination with Consultants/ Contractors

Client Interfacing /Presentations  
Project Management

---

#### **PROFESSIONAL EXPERIENCE**

---

**Business Development Manager.**

**Jan 2020 -June 2020**

##### **Credo Planters**

- Conducting Market research - Prospective target market/Commercials/Hotels, etc.
- Add new Client - Architects/Interior Designers /Purchase Managers/HNIs, etc. to increase the width and enhance coverage.
- Maintaining and increasing sales of the company
- Monitoring competitor activity; analyze marketing trends and tracking competitors activities and providing valuable inputs
- Preparation of Proposal/ Quotation, required correspondence with the client for drawing/ BOQ/colour shade approval and Project /Payment follow up.
- Maintaining all data in CRM
- Keeping up to date with new product launches and competition activities in the market
- Maintain the follow-ups to get a regular business
- Managing and developing long term relationships with clients by providing them with best of products & services which in turn helps in repeat order and reference

**Project Manager****Knight Frank****June 2018 – Dec 2018**

- Complete project management of the commercial projects.
- Meeting and co-ordinating with the architect, consultants and clients.
- Time lining of the full projects.
- Monitoring of the time line.
- Ensuring project is delivered in desired quality and as per Time lining of the full projects.
- Monitoring of the time line.

**Projects Handled**

Blackberry office in Udyog Vihar ph-4, Gurgaon

Paytm office in Sec-125, Noida

Thyssenkrupp elevator office in Patparganj industrial area, New Delhi

**Project Manager****CBRE****Sept 2015 – Nov 2016**

- Complete project management of the commercial projects.
- Meeting and co-ordinating with the architect, consultants and clients.
- Time lining of the full projects.
- Monitoring of the time line.
- Ensuring project is delivered in desired quality and as per Time lining of the full projects.
- Monitoring of the time line.

**Projects Handled**

DuPont office in DLF cyber green, Gurgaon.

Jubliant Foods Limited office at Noida.

Indus Tower office at Mohali, Chandigarh

Apple Mobile stores.

**Senior Project Manager****Scoop Brand Holdings Pvt Ltd.****June 2014 – Feb 2015**

- Handling high hand villas in Goa.
- Meeting and co-ordinating with the architect, consultants and clients.
- Time lining of the full projects.
- Monitoring of the time line.
- Ensuring project is delivered in desired quality and as per decided schedule.
- PMC for the full project.
- Vendor sourcing and negotiation assistance.
- Budgeting for project.
- Cashflow for Project.
- Regular followup with clients to announce decision dates, vendor closing dates approach.

**Projects Handled**

SCAPES VILLAS AT SIOLIM AT GOA.

**Senior Manager-Projects****Supreme Infrastructure India Ltd****Oct 2013 – May 2014**

- Handled campus building for IIT Mandi, Himachal Pradesh.
- Contributed managerial inputs in executing the entire work at site in accordance with drawings.
- Complete documentation as per the Supreme Infrastructure Guidelines.
- Checking project lay- out and monitoring work execution onsite to ensure strict adherence to confirmed architectural / structural plans.

- Construction supervision of works at site including safety, quality and the time schedule.
- Ensuring the process flow with quality control measures.
- Facilitated project implementation by setting up perfect coordination with clients, consultants, architects and identifying and isolating bottlenecks.

#### **Projects Handled**

IIT CAMPUS IN MANDI, HIMACHAL PRADESH.

#### **Manager Projects**

**Apeejay surrendra park hotels pvt Ltd**

**March 2011 – Sept 2013**

- Handled five star hotel worth Rs.50 Crores, with 166 rooms.
- Contributed managerial inputs in executing the entire work at site in accordance with drawings.
- Complete documentation as per the Apeejay Surrendra Park hotels Guidelines.
- Checking project lay- out and monitoring work execution onsite to ensure strict adherence to confirmed architectural / structural plans.
- Construction supervision of works at site including safety, quality and the time schedule.
- Ensuring the process flow with quality control measures.
- Facilitated project implementation by setting up perfect coordination with clients, consultants, architects, contractors and identifying and isolating bottlenecks.
- Appointment of contractors, checking their bills, M.B.s.

#### **Projects Handled**

THE PARK, FIVE STAR HOTEL FOR JOMER PROPERTIES AT KOCHI, KERALA.

#### **Junior Architect**

**BPTP LTD.**

**June 2006 – Feb.2011**

- Handled township with the name of Parkland in Faridabad.
- Preparation of demarcation drawings of the plotted colony in auto cad.
- Contributed managerial inputs in executing the entire work at site in accordance with drawings.
- Complete documentation as per the BPTP guidelines.
- Checking project lay- out and monitoring work execution onsite to ensure strict adherence to confirmed architectural / structural plans

#### **Projects Handled**

PARKLAND TOWNSHIP IN FARIDABAD.

#### **Architectural Assistant**

**Delhi Metro Rail Corporation**

**Aug 2003 – May 2006**

- Execution and project management of the stations buildings for Barakhamba to Dwarka Line.
- Preparation of station drawings in auto cad.
- Contributed managerial inputs in executing the entire work at site in accordance with drawings.
- Complete documentation as per Delhi Metro Rail Corporation guidelines.

#### **Projects Handled**

STATIONS BUILDING FROM BARAKHAMB ROAD TO DWARKA.

#### **Senior Architectural Draughtsman**

**N.D.M.C.**

**May 1999 – May 2003**

- Renovation and project management of the buildings coming in N.D.M.C. jurisdiction.
- Preparation of layout, working drawings in auto cad.
- Contributed managerial inputs in executing the entire work at site in accordance with drawings.
- Complete documentation as per N.D.M.C guidelines.
- Checking of the buildings whether they are being used according to the sanctioned plans and if not then issuing the notice to the owner for misuse.

#### **Projects Handled**

RENOVATION OF BUILDINGS IN CONNAUGHT PLACE NEW DELHI

#### **Executive (Technical Advisory Services)**

**Development Alternatives****April 1998 – April 1999**

- Designing innovative manuals & information brochure for low cost building materials.
- Preparation of layout, sections, elevations and working drawings of the buildings made by low cost building materials.
- Complete documentation as per Development Alternatives guidelines.
- Site execution and project management of buildings made of low cost building materials.

**Architectural Assistant  
Combined Architects****March 1995 – Mar 1998**

- Site execution of residential buildings.
- Interfaced with the clients to decide on the overall project design and structured complete detail drawings of the project.
- Overall responsibilities of the projects in the organization.
- Designing and making working drawings of residential buildings on Auto cad.

**ACADEMIA**

---

B.E. in civil engineering from Rajasthan vidyapeeth university.

Diploma in Architectural Assistantship from Board of Technical Education, Delhi in 1995

Diploma in Business Management from All India Council of Management Studies, Chennai in 1996.

Certificate in PC Applications from NIIT in 1997.

Certificate in AutoCAD Rel-12 from Cad Studio, New Delhi in 1996.

**PERSONAL DOSSIER**

---

Date of Birth: 23<sup>rd</sup> August 1973