

Mihir Papaiya

28, Veena, Chikwadi, Gulmohar Society
Near kids house school, opp Radhe Maa bungalow
Borivali west, Mumbai 400091.

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Objective

- ❖ An astute with a background in the real estate space. I am experienced in managing Operations, purchase, production and site management with a demonstrated history of working in the construction industry. Skilled in purchase, contractor relationship, Vendor Management, site management site supervisor and engineering team management. I wanted to work for an organization whose core values are to build a space with quality with timely deliverables with proficient site management and head office coordination

Skills

- Good Business Understanding.
- Strong Money Management skills.
- Ownership & Accountability.
- Building strong & long term relationships.
- Result Oriented & Problem Solving approach.
- Adapt roles as per business requirement.
- Strong People Management skills.
- Team work
- Managerial skills
- Working with company driven approach

Work Experience

Veena Group (April 2018 till date) Construction Firm
Jr Project Manager / office / operations Manager

Roles & Responsibilities

Site management

- Management of site from plinth to OC
- Material dispatch and unloading and dumping management
- Contractor coordination
- Site supervisor reporting with daily targets
- Drawings procurement and architect / RCC consultant coordination
- Drawings provision on time with specifications of requirement
- Understanding of site situation and planning daily line of action
- Target oriented weekly reports
- Grievances and complaints of customers before handover
- Planning and deciding daily schedule

Purchase

- Understanding needs from purchasing department & placing relevant orders.
- Sourcing best vendors in terms of quality, timely delivery & costs.
- Releasing Work Orders & Purchase Orders
- Setting payment timelines & expectations with vendors. Also, coordinating for the same

Contractor relationship

- Searching for different contractors old and new for the project
- Acquiring quotations with specific requirement
- Negotiating for the final price
- Coordination at each stage of work
- Taking reports and communication at every line of action
- Instructions for quality and time requirements.

Vendor Management

- Understanding needs from purchasing department & placing relevant orders.
- Sourcing best vendors in terms of quality, timely delivery & costs.
- Releasing Work Orders & Purchase Orders
- Setting payment timelines & expectation with vendors. Also, coordinating for the same.

Petty cash management

Education

Passed SSC and HSC (N.M college) from Mumbai

Bachelors in management studies(Nagindas Khandwala College of Commerce) (finance) from Mumbai university

Ongoing MBA distance in Business Management from NMIMS

Hobbies & Co-Curricular Activities

- Proficiency In Computers(excel/word/powerpoint)
- Reading psychology and philosophy
- Photography
- writing

References

1. Nilesh Zaveri

Head of Accounts – Veena Group

