

RAJADURAI ANANDAN

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Tamilnadu.

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MBA Construction Project Management



CAREER GOALS

To obtain a position that challenges me and provides me the opportunity to reach my full potential professionally and personally utilizing my abilities and years of experience in your organization that is progressive intellectually and technically and one in which practices collaborative leadership, integrity and honesty.

SUMMARY OF SKILLS

Motivating, Influencing, Trust Building, Conflict Management, Coaching, Political & Cultural Awareness.

INTERNSHIP & PROFESSIONAL EXPERIENCE

Sobha Ltd.

May '17 – July '17

MANAGEMENT TRAINEE

- Assisted planning and costing department
- Roles: Scheduling, Project Progress Updating, Quantity Estimating, Material Reconciliation, Raising RFI, Learned MES, Learned Primavera P6, Delay Report Making.
- Cost Tracking, Learned Cost Controlling, Physical Measurement of Materials, Learned BBS Estimation, Staff Planning for the Project, Learned Cost Sheet, Detailed Study of Department Drawings.

G.P.R. Constructions Pvt. Ltd.

May '15 – January '16

SITE EXECUTION ENGINEER

- Supervised two project employees, including in-house, external contractors and sub-contractors.
- Organized Minutes of Meetings with Clients, Consultants.
- BOQ preparation as per the work scheduled.
- Resource Estimation on Daily basis.
- Drafting using AutoCAD for execution and Approvals.

- Preparation of Daily Progress Report & Weekly Progress Report.
- Preparation of Presentation using Microsoft for the Clients and Consultants.
- Procurement of Materials, Chemicals and Machineries for the Project.
- Preparation of Bar Bending Schedule for the project according to the drawings.
- Prepared Monthly Execution Statement.
- Assisted Client for obtaining Approvals by preparing required Documents and maintained all the statutory documents.
- Acted as a Quality Control for the concrete and various activities.
- Organized Safety Meeting with Consultants, Client, Sub Contractors, and labors.
- Marking of Columns, Foundation, and other structural members with Project Manager.

ACHIEVEMENTS

- Acted as Steward for the “World Largest Human Flag Formation” under Rotary International District 3230, a Guinness World Record held on 7th December 2014 at YMCA, Chennai.
- Organized “Highways 14” an intracollege cultural event.
- Organized Blood Donation Camps, and many more under ROTARACT CLUB OF SVCE.
- Organizing Team for “Artifex 13” a National Level Technical Symposium.
- Executive Member – Institute of Engineers India (Student Chapter).
- Executive Member – Civil Engineers Association (CEA) Svce.
- Treasurer of the ROTARACT CLUB OF SVCE (2012-2013).
- Participated in PMI India Research & Academic Conference 2017.
- ECBC Conference – International Summit 2016 at New Delhi.

EDUCATIONAL AND PROFESSIONAL QUALIFICATION

YEAR	NAME OF CERTIFICATION	CERTIFYING BODY	CGPA
Till Date	MBA CPM(Pursuing)	Amity University	7.00
2015	B.E(Civil)	Anna University	6.31

COMPUTER SKILLS

- | | |
|--------------------|-----------------------------|
| ▪ MS OFFICE | ▪ ADOBE PHOTOSHOP |
| ▪ AUTODESK AUTOCAD | ▪ PRIMAVERA P6 |
| ▪ ERP | ▪ AUTODESK REVIT (LEARNING) |
| ▪ TILOS | |

PERSONAL SNAPSHOT

1. **Date of Birth** : 17th June 1993
2. **Languages Known** : Tamil, English, German (Elementary Proficiency), Hindi (Elementary Proficiency)
3. **Constructive co-curricular interests:** : Active Member of SLING (part of Organizing Committee),
4. **Social Service activities:** : Organized Blood Donation Camp and also donated blood, Provided Flood Relief Measures
5. **Passport Available:** : Yes
6. **Passport No:** : M6214888