***Curriculum vitae***

***ANOOP KUMAR***

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**OBJECTIVE**

Seeking a position for civil engineer to utilize my skills and abilities in Site Management & Project Execution in Construction Industries that offers professional growth.

**SUMMARY**

Diploma in Civil Engineering having more than 08 years of experience in Site Management & Project Execution. Working at site, co-ordination, projects routine of site inspections, bill settlement, checking & approvals. Possesses a flair for adopting modern construction methodologies, systems in compliance with quality and safety standards. Deft in swiftly ramping up projects with competent cross-functional skills and on-time execution. Exposure in planning & executing building construction and service co-ordination projects. Overseeing the preparation of monthly progress reports entailing progress & details of engineering, procurement and construction activities. Possesses good communication, interpersonal and analytical skills.

**CORE COMPETENCIES**

* Technical adviser on site for subcontractors, crafts people and operatives.
* Preparation of client bill , FQP and material reconciliations.
* Liaising with client, consultants, subcontractors, supervisors and general workforce involved in the project.
* Ensuring that all materials and work performed are as per specification.
* Post contract work Quantity Surveying, Extra Items, Rate Analysis, Rate variations or price escalation .
* Constantly monitoring progress of work as per schedule and ensuring good quality construction practices.
* Material reconciliation of client & brought out items.
* Preparation of DPR, DLR & DMR.
* Tendering Process- Finding relevant tenders, Tendering Documentation, BOQ Rate analysis and tender submission.
* Developed and issued documentation and operational guidelines in support of complex tenders.
* Identified and pursued potential leads for prospective businesses.
* Vendor Relationship
* Business Development
* Contract Negotiation.

**WORK EXPERIENCE**

**Present Employer:**

***R-tech Builders & Contractors.-worked as a planning and Estimation Engineer 2016 to present.***

**Previous Employer:**

***K.R.ASSOCIATES.- worked as site Engineer from 20/09/2014 To 2016.***

* Project: Ultratech Cement limited.
* Client: Ultratech

**EDUCATION**

► Diploma in civil engineering.

► 10th from Holy Senior Secondary school with 72 %.

**Responsibilities:**

* Plan the delivery of the project at hand.
* Report progress on projects by suitable media to sector management, maintain and update project reporting, checkpoints and financial reporting to a high standard.
* Plan and arrange visits to existing and new potential clients, ensuring every client receives sufficient support to enhance their relationships.
* Develop contacts with senior staff and other influential staff within each account during the implementation phase.
* Co-ordinate required support levels and training.
* Produce reports on each project at agreed intervals, and whenever substantive actions are required.
* Communicating with clients and their representatives, attending regular meetings to keep them informed of progress, day to day management of site.
* Preparing and updating working bills of quantities as required maintaining accurate record for cost control

interim payment applications, sub contract administration and final account.

* Regularly and diligently measuring on site as built work and enters into prepared record sheets for crew

performance and client billing.

* Provide accurate information to enable the cost engineer or sub-contractor administrator to prepare

comparison and record of work achieved against measured quantity from bills of quantities.

* Inspection of daily work & preparing daily progress report and same reporting to the department.
* Handling civil construction activities including providing technical inputs for methodologies of

construction.

* Participating in project meetings for evaluating project progress and providing technical inputs.
* Overseeing the correspondence with Client, Consultant & Sub-Contractors without any reminders.
* Tendering work.

**Highlights:**

* Handled projects in commercial and residential buildings, foundations, RCC and Steel structures, Pavements and developments works.
* Handled client material reconciliation.
* Surveying.
* Quantity Surveying.

**IT FORTE**

* Ms Office 2003, 2007,2010( word, Excel, Power point).
* Internet surfing.

**PERSONAL DETAILS**

Date of Birth: 23/07/1990

Father’s Name: Mr Rajbir

Languages Known: English & Hindi.

Permanent Address: V.P.O Khera, Tahsil-Siwani Mandi, District- Bhiwani, (Haryana). 127046

**DECLARATION**

I hereby declare that the above stated information are true and correct to the best of my knowledge and belief.

Date: ANOOP KUMAR