



Summary

An organized, hardworking and a dedicated team player with analytical bent of mind, willing to take up responsibilities and accept challenges to ensure professional growth. Holds experience of working on high end multifamily residential projects in NYC. Efficient in various software with zeal to learn new.

EXPERIENCE

Project Manager at Wonder Works Construction Corp, New York

May 2020- Present

- Establish budget and schedule for construction project and monitor and control expenses within the established budget. Prepare requisitions, expense reports, purchase orders associated with the project.
- Review and provide recommendations on potential Change Orders on projects and process per contractual requirements, providing detailed analysis of impacts to the project budget and schedule.
- Draw bid documents, solicitation of subcontractors and distribution of bid documents; subcontractor scope review; be responsible for preparing accurate preliminary construction budgets to include subcontractor scope of work letters, logistics, subcontractor bids analysis and final proposal presentation to client.
- Prepare contract documents as per the scope of the trades covering the legal guidelines and review specifications, insurance, bonding, building codes, permits and drawings. Enforce constructor subcontract's compliance for reporting, environmental requirements, scheduling, and invoicing.
- Analyze blueprints, drawings, and other documentation, perform all quantity takeoffs and develop/generate project estimates based on plans, documents, and drawings; recommend cost reduction initiatives while maintaining the quality and productivity.
- Advise, consult, lead and provide feedback on the development of construction procurement documents, including plans, construction phase consulting services, and GEC responsibilities.
- Send RFI's and submittals and keep track of the communication. Analyze them to supervise the site conditions and compliance. Conduct special studies to develop and establish standard cost data and set up cost monitoring and reporting systems and procedures.
- Generate technical reports using Building Information Modeling (BIM), creating an electronic model of a facility for the purpose of visualization, engineering analysis, conflict analysis, code criteria checking, cost engineering, as-built product, budgeting, and many other purposes.
- Manage day-to-day work on projects in construction phases, supervise and visit contractors on site, make recommendations regarding status of work. Analyze construction problems and develop immediate resolutions to provide advice on civil engineering and architectural issues.
- Ensure that a project runs smoothly under site safety conditions and that the structure is completed on time and within budget. Assist team to develop project plan, quality assurance plan and health and safety plan.
- Liaison between the technical disciplines such as Engineer, and Architect involved in the project and act as the primary technical point of contact for the client. Resolve conflicts between the architect, subcontractors, and engineering consultants. Assumes a lead role in any dispute resolution activities occurring on assigned projects.
- Attend and actively participate in partnering sessions with contractors, agencies, and organizations to obtain feedback on company performance and effectiveness; represent company needs; and develop strong working relationships throughout the industry.
- Provide regular detailed reporting/metrics on existing projects, resources allocation, project status completion statistics, any variances to plan and forecasting of future needs.
- Administer and coordinate quality control inspections on site by third party inspectors to obtain signoffs for TCO.

Projects managed as Project Manager

118 East 1st Street, New York, NY

Dec 2019- Present

- 9-storey high new mixed-use development covering a total of 13,680 square feet across the four duplexes -- including a penthouse unit and a ground floor retail space worth \$10 million.

75 First Avenue, New York, NY

Jan 2019 – Present

- 8-story high new building composed of 22 high-end condominium units, cantilevered at the 3rd-story level, out over the roof of the adjacent building worth \$12.5 million.

Solomon House, 118 West 14 Street, New York, NY

April 2019 – Present

- Interior demolition and renovation project consisting of 2 floors intended for commercial use.

Assistant Project Manager at Wonder Works Construction Corp, New York**Sept 2017- April 2020**

- Establish budget and schedule for construction project and monitor and control expenses within the established budget. Prepare requisitions, expense reports, change orders and purchase orders associated with the project.
- Draw and conduct bid document analysis; analyze blueprints and other documentation, perform all quantity takeoffs and develop/generate project estimates based on plans, documents, and drawings; recommend cost reduction initiatives while maintaining the quality and productivity.
- Send RFI's and submittals and keep track of the communication. Analyze them to supervise the site conditions and compliance. Conduct special studies to develop and establish standard cost data and set up cost monitoring and reporting systems and procedures.
- Solicitation of subcontractors and distribution of bid documents; subcontractor scope review; be responsible for preparing accurate preliminary construction budgets to include subcontractor scope of work letters, logistics, subcontractor bids analysis and final proposal presentation to client.
- Generate technical reports using Building Information Modeling (BIM), creating an electronic model of a facility for the purpose of visualization, engineering analysis, conflict analysis, code criteria checking, cost engineering, as-built product, budgeting, and many other purposes.
- Prepare contract documents as per the scope of the trades covering the legal guidelines and review specifications, insurance, bonding, building codes, permits and drawings.
- Manage, supervise, and visit contractors on site. Analyze construction problems and develop immediate resolutions to provide advice on civil engineering and architectural issues.
- Ensure that a project runs smoothly under site safety conditions and that the structure is completed on time and within budget. Work with Construction Manager to develop project plan, quality assurance plan and health and safety plan.
- Liaison between the project manager and the technical disciplines such as Engineer, and Architect involved in the project and act as the primary technical point of contact for the client.

Projects completed as Assistant Project Manager**337 2nd Ave, New York, NY****June 2019- Oct 2020**

- Day care school renovation project.

Parioli, 114 Mulberry Street, New York, NY**Sept 2017- Jan 2019**

- Mixed-use construction, ground up with 23 residential units ranging from 467 to 1094 square feet and a commercial space of 6,993 square feet worth \$10 million.

442-436 East 13th Street, New York, NY**Sept 2017- Jan 2019**

- 2 luxury housing projects with total 12 units in East Village spanning to an area of 1675.25 square feet per unit worth \$12 million. It is a ground up construction with two- and three-bedroom apartments and a penthouse.

Graduate Assistant at Department of Civil and Urban Engineering, NYU**Sept 2016- May 2017**

- Studied important architectural features in a built environment through surveys and interviews.
- Designed 3D building models on Revit and 3Ds MAX highlighting various architectural features with their contrasts based on expert surveys and studies.
- Developed 4D virtual environment using Unity 3D for user interactions with the built environment to analyze their response.
- Performed Quantification of Architectural features on human psychology through virtual environment and using sensor devices such as EEG, EMG, Shimmer GSR, Affectiva – iMotion etc.
- Prepared questionnaire for users to answer after the experiment to study their perception of the architectural features in the virtual environment.

Junior Architect at Stantec Consulting Pvt. Ltd, Ahmedabad, Gujarat**July 2014-April 2015**

- Worked on interior and exterior drawings of high-end commercial campus and overseas healthcare projects.
- Prepared RFI drawing sets and revised 3D model in REVIT and AutoCAD.
- Prepared Bill of quantities and specification sets for furniture in commercial campus.
- Produced Publication drawings on Photoshop for design magazines and project proposal presentations.
- Proposed design solutions for external and internal circulation and orientation for a mixed-use building.
- Active participant in project meetings, designing process and site visits.

SKILLS

Team Player, Avid Learner, Task Initiator, Leadership streaks, Work within schedules.

Computer Software: Revit, AutoCAD, Primavera P6, Navisworks, Photoshop, Impressions, Google Sketchup, MS Office: Word, PowerPoint, Excel, MS Project, Unity 3D, 3Ds Max, Solibri, Vico, Synchro, On Screen Take off.

EDUCATION

New York University, Tandon School of Engineering, Brooklyn, NY

Jan 2016- July 2017

Master of Science in Construction Management, CGPA – 3.87

Coursework: Construction Cost Estimation, Construction Scheduling, Site Safety, Information Systems in Project Management, Accounting & Finance, Contracts & specification, Green Building & Sustainable Development, Project Management, Organizational Behavior, Operations Management

Rajiv Gandhi Proudyogiki Vishwavidhyalaya, School of Architecture, Indore, India

Sept 2010-June 2015

Bachelor of Architecture, GPA – 4

Coursework: Design, Building Construction, Urban Design, Town Planning, Professional Practice, Building Science, Landscape.

CERTIFICATION & MEMBERSHIP

- Registered Architect, Council of Architecture, India
- CMIT- Construction Manager in Training, Construction Management Association of America
- 10- Hour OSHA and 30- Hour OSHA.
- 40- hour Site Safety Manager Certificate.
- Site Safety Training Card
- LEED Green Associate.
- 4-Hour Supported Scaffold
- 8-Hour Fall Protection
- 8-Hour Site Safety Manager