

# SHAIK AJAJ

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## ■ CAREER OBJECTIVES

**To work in an Engineering environment by applying the best practices of Project Management from initializing, planning, executing, Monitoring & control and closing of the project by using latest technologies.**

## ■ CORE COMPETENCIES

Planning, Scheduling & Monitoring

- Use latest Planning tools (like Primavera P3 & P6, MS-Project 2007)
- Coordinate with Different internal department for Planning of different activities of the Residential projects.
- Preparation of Rate analysis

## ■ EMPLOYMENT HISTORY

### **1. Pearl Garden Landscape & Irrigation services LLC. –Dec 2015 to Oct 2016**

**Designation : Planning Engineer**

**Location : Dubai**

Projects : **Marsa Al Seef Phase 1 & 2 Landscaping works  
City Walk Phase – 3 Landscaping works  
Burjuman Centre Phase – 1**

Client : **MERAAS**

Main Contractor : **Dutco Balfour Beatty**

### **RESPONSIBILITIES:**

- Preparing WBS & Detailed Construction Programme using Primavera.
- Preparations of two weeks look ahead programme.
- Preparation of LMP Schedule.

- Preparation of Manpower histogram.
- Preparing S – Curve & Histogram.
- Coordinating with site people to receive the Execution data & updating the programme.
- Preparation of weekly & monthly revised construction programme (Using Primavera.)
- Preparation of daily, weekly & monthly progress reports.
- Preparation of WIR for ongoing works.
- Maintain WIR tracking sheet.
- Preparation of shop drawing schedule, material inspection tracking, material submittal logs & Progress layouts for ongoing projects.
- Attending weekly meetings with Client.
- Preparation of Client & Sub-Con bills.

## **2. NCC Ltd, HYD. - Jan 2011 to Nov 2015**

**Asst. Engineer – Planning & Monitoring / Tendering @ Head Office**

**Grade - V**

### **RESPONSIBILITIES:**

Construction stage:

- Preparing WBS & Detailed Construction Programme.
- Preparation of Zero cost for initial Project.
- Preparation of LMP Schedule.
- Preparing Procurement Schedule.
- Monitoring work Progress.
- Analyzing and controlling of project cash flow, updating Cash Flow Report and preparing S – Curve & Histogram.

- Coordinating with site people to receive the Execution data & updating the programme.
- As a Planning coordinator will coordinate with site team and deliver the required details.
- Preparation of monthly revised construction (Using MSP & Primavera.)
- Prepared daily & weekly MIS reports.
- Collecting data and preparation of monthly review meetings.
- PCE preparation, planning schedules & monthly bills preparation (Client & Sub – Contractor) in ERP.
- Preparing Rate Analysis at tender stage.
- Attending site visits for tendering works.
- Preparation of cost summary.
- Preparation of construction schedule, methodology & Cash flow Statements for Tendered works.
- Preparation of Zero Cost for ongoing Projects.
- Any other work assigned by reporting manager.

### **3. MRKR Constructions Pvt. Ltd, HYD. - May 2008 to Dec 2010**

#### **Site Engineer**

#### **Major Projects:**

- Construction of HNSS Package No: 62, Including Excavation, Lining, Structures & Service Roads, Chittoor District, Andhra Pradesh.

**Estimated Cost : Rs. 85.00 Crores (13.90 Million USD\$)**

#### **RESPONSIBILITIES:**

- Preparing daily progress reports.

- Prepare Quantities.
- Preparation of presentation required by the management.
- Design Approvals from Dept.
- Alignment Approvals of Main Canal and Distributaries from Dept.
- Preparing RA-Bills (Client Bills) monthly.
- Preparation of Sub – Contractor Bills and work orders to Sub – Contractors as per Company Norms
- Preparing Daily Progress, Weekly Progress and Monthly progress with The Project Manager.

#### **AREAS OF INTEREST**

Planning & Billing

Building Works

Road works

#### **EDUCATION**

**2004-2008** B. Tech Civil Engineering from Srikalahasteeswara Institute of Technology, Srikalahasti affiliated to Jawaharlal Technological University, Hyderabad in the year 2008 with **62.52%.**

**2002-2004** Intermediate from Sri Siddartha Junior College, Srikalahasti, Board of Intermediate Education, Hyderabad in the year 2004 with **74.7%.**

**2001-2002** SSC from Z.P.P. High School, Kandaleru Dam, Nellore (dist), State Board of Secondary Education, Hyderabad in the year 2002 with **68%.**

## ■ **TRAINING**

*I have completed 35 Hours of PMP training from AADS Education.*

## ■ **COMPUTER SKILLS**

Certificate Course on Auto Cad 2008

Certificate Course on Stadd Pro 2005

- MS Office - 2007
- Auto CAD 2007, Staad Pro, MS Project, Primavera & ERP (ORACLE).

## ■ **PROJECTS/THESIS**

### **B.Tech Civil Engineering**

Design of Multi – Storied Building using STADD Pro with a team of 4 members

## ■ **STRENGTHS**

- Sincerity
- Quick learning ability
- Determination

**PERSONAL DETAILS**

**Date of Birth** : 06 – 05 - 1987

**Sex** : Male

**Passport No** : L2227926

**Linguistic proficiency** : English, Hindi, Urdu & Telugu.

**Hobbies** : Reading books, Playing games & Watching Cricket.

**Nationality** : Indian

**Permanent Address** : D.No: 25-1-100,  
Lakshmi Narasimhapuram,  
Podalakur Road 1<sup>st</sup> street,  
Dargamitta, Nellore  
Andhra Pradesh – 524 003.

I, SK. Ajaj hereby declare that the above given particulars are true to the best of my knowledge.

DATE :

PLACE : Nellore

**(SK. AJAJ)**