**Suraj A. Mahadik**

**Permanent:** 8 – Government Housing Society, 13 – Rajarampuri, Kolhapur – 416008, MH – India

**Current:** B - 1005 Eiffel City, Survey No. 1431, Chakan Talegaon Road, Chakan, Pune - 410505, MH - India

**Tel No**: - +91 – 94226 20756 / 99239 83593

**E-mail Id**: [Suraj.Mahadik@gmail.com](mailto:Suraj.Mahadik@gmail.com)

**Date of Birth**: 04 March 1983

**Marital Status:** Married

**Personal Endeavor**

* Seeking a challenging position and assignment in the field of Engineering and Construction Project Management, with proven track record in Real Estate Developments, thereby to be a part of the growth and strategic development of the organization.

**Educational Credentials**

* 2007 - 2009 - **PGP** with specialization in **Advance Construction Management** from *NICMAR*, Pune - **7.37 CPI**
* 2003 - 2006 - **B. E. Civil** from Kolhapur Institute of Technology, under *Shivaji University, Kolhapur* - 67.88%
* 2000 - 2003 - **Diploma** in **Construction Technology** under *Maharashtra State Board of Technical Education* - 66.79%

**Areas of Expertise**

* **Pre-Construction (Project Engineering)**
* Concept Design establishment, approvals from Management and preparation of Detail Project Reports
* Establishing services parameters - Design Basis Report (HVAC, Plumbing, Electrical, Fire Fighting, IT requirements etc.) in coordination with Architects & Consultants.
* Finalizing Budgets & Initial First-cut Finishes for the buildings. Basic Timeline establishment for the project.
* Establish detailed time line for all disciplines from Concept Stage to Project Completion Stage
* Estimation, BOQ and Tender Document Preparation - Handing over to contract department for Tender floating
* **During Construction (Construction Management and Co-ordination)**
* Diversified experience in Execution of Precast Buildings, High Rise Residential Towers, Special Amenities, Industrial Shades, IT Towers Civil & Interior Works
* Execution & Monitoring daily on-site construction activities including technical inputs for construction methodologies
* Co-ordinate with various contractors, monitor their performance, ensure Quality and Safety norms across stages of construction
* Value Engineering for Cost Optimization, Project Design Engineering, Project Planning & Monitoring, Project Time & Cost Control
* Hands on experience on Services - Electrical, Plumbing, HVAC, Fire Fighting, etc.
* **During Construction (Design Engineering)**
* Design coordination/ alteration as per site requirement in co-ordination with Architects & Consultants for site issues
* Track Design changes, Engineering change management during the progress of work - workout Cost & Time implication
* General verification of design compliance and track revisions in drawings
* **Post-Construction (Project Closeout)**
* Closeout of Project Works – Co-ordinate Handing Over Documents
* Project Cost Review as per final bills
* Handing-Over of the completed works to Administration/ Client

**Professional Ascertainments [7+ Years]**

**TRC Engineering (I) Pvt Ltd [Designation: Project Manager] [09+ Months]**

**Duration:** April 2014 – Till Date **Direct / Indirect Report:**  4/0 Nos.

**Client:** Infosys Ltd, Pune

* Precast Structures: 11 Storied Hybrid Multi Level Car Park Structure with CIP lateral Elements and precast Gravity Elements. End to end project coordination which includes Design, Production, Erection and Quality for both precast and CIP works.
* Interior Fit out of SDB 10 Bldg (0.3 L Sq Ft.); SDB 11 Bldg (5.5 L Sq Ft.); FC 04 Bldg (3.0 L Sq Ft.) – Design Coordination, Quantification, Value Engineering, Vendor Coordination’s, On Site Execution, Billing

**Syntel Ltd. [Designation: Assistant Manager] [61 Months]**

**Duration:** Feb 2009 – Feb 2014 **Direct / Indirect Report:**  1/8 Nos.

**Client:** Syntel International Pvt Ltd

Construction of Multi storied commercial buildings for IT business (across locations) which includes facilities for IT, KPO & BPO

Recognitions / Awards:

**SMART** – Value Awards for 2011

“SMART - is a lateral thinker, is able to work in uncertainty with fewer resources and also is able to proactively explore opportunities and bring creativity and innovation to work.”

Technical Coordinator – PAN India

* Worked as **Technical** **Coordinator to Vice President & Global Head** – Real Estate & Facilities [Chain link between Site Staff and Management]
  + Planning & Coordinator for 3 Projects; 🟁 Pune – Phase 02 (6.5L SqFt); Phase 02 A (Parking Plaza); Phase 03 (10.0L SqFt); 🟁 Chennai – Phase 02 (15.0L SqFt); 🟁 Tirunelveli – Phase 01 (2.5L SqFt)
  + Renovation Works of various existing facilities – Planning, Designing, Estimation.
  + Architect & Consultant coordination for Design & Drawing, Change Controls w.r.t. Time & Cost Impacts
  + Contractor Coordination’s, Progress & Project Delay Analysis, Resource deployment, Critical activities
  + Organizing Weekly Progress Review & Weekly Design Review Meetings, Generating AOM & MOM, and timely follow-up.
  + Estimation and Budgeting, Project Scheduling, Tracking, Monitoring. Time & Cost Control w.r.t. site decisions
  + Generation of MIS & Various Reports.
  + Value Engineering – Leading to Cost Optimizations
  + Working closely with DGM Execution, DGM Contracts & All Regional Project Managers, Maintaining timelines and understanding the forth-coming crucial activities, probable backlog activities & hurdles which require special attention.
  + Building, Maintaining & Controlling the KEY of Project Management – The “Standard Operating Procedures”, “Quality System” and “Quality Manual”

Planning & Coordination

* Planning & Coordination for Pune – Phase 02 Fitouts (6.5 L SqFt); Phase 03 Civil Works (10.0 L SqFt)
  + Renovation Works of various existing facilities – Planning, Designing, Estimation.
  + Architect & Consultant coordination for Design & Drawing, Change Controls w.r.t. Time & Cost Impacts
  + Contractor Coordination’s, Progress & Project Delay Analysis, Generation of MIS & Various Reports.
  + Organizing Weekly Progress Review & Weekly Design Review Meetings, Generating AOM & MOM, and timely follow-up.
  + Estimation and Budgeting, Project Scheduling, Tracking, Monitoring. Time & Cost Control w.r.t. site decisions
  + Working closely with P.Manager & C.Manager; understanding the forth-coming crucial activities, probable backlog activities & hurdles which require special attention.
  + Studying the drawings for errors and getting it rectified, ensure release of Drawings to site for execution
  + Building, Maintaining & Controlling – The “Standard Operating Procedures”, “Quality System” & “Quality Manual”

Execution – Interior Works

(Change in Building Usage – Training Block to Software Block)

* Interior Fitout of “Phase 02” – SDB 08 Bldg (1.5 L Sq Ft.)
  + Change in Building Usage - Training Block to Software Development Block; The Interior Mapping & service coordination’s in varying levels were breath-taking challenges.
  + Design Establishment, Municipal approvals for Change in Building usage
  + Services Coordination – HVAC, Plumbing, Electrical, Fire Fighting, IT etc.
  + Planning, Scheduling, Quantity Estimation & Valuation, Vendors Pre-Qualification, Cost Comparatives & ratings, Tendering & Negotiation (for fit-outs), Execution of Interior Works, Billing
  + Finalizing drawings with Architects, Consultants & Service Vendors and getting GFC issued for same.
* Study of Drawings in all aspects (Feasibility / MIDC / Fire / MOEF)
* Revisions / Corrections if required; resolving issues (Design / Execution related) if any (Site decisions)
* Interior Coordination of “Phase 02” - SDB 07 Bldg (1.10 L Sq. Ft.)
  + Change in Building Usage – Café Block to Software Development Block
* Coordinated the services & fit-out drawings for whole project.
* Headed Fit-outs for Interim facility at “SP Infocity, Hadapsar” Project (0.70 L Sq. Ft.) in target time of 60 Days including Material Approvals. The rent agreement was for building including fitout. Felicitated for the timely completion of the same

Execution – Civil Developments

Execution of “Phase 02” – SDB 08 Bldg (1.5 L Sq Ft.), WTP, STP & Infrastructure Development

* Responsibility:
  + Planning, Scheduling, Quantity Estimation & Valuation, Vendors Pre-Qualification, Cost Comparatives & Ratings
  + Responsible for overall execution of the structure, Billing and Time Management, Quality Controls
  + The Civil Structure had been a challenge with folded slab & varying levels at every point
  + Finalizing drawings with Architects, Consultants & Service Vendors and getting GFC issued for same.
* Study of Drawings in all aspects (Feasibility / MIDC / Fire / MOEF)
* Revisions / Corrections if required; resolving issues (Design / Execution Related) if any (Site decisions)
  + Most Imp - maintaining SAFE & Healthy Environment on site along with timely completion of project
* Coordinated the External Services & Building Drawings for whole project.
* Hands on **Structural Glazing** embedded with various types of system combinations
  + Unitized Curtain Wall; Unitized Strip Glazing; Conventional Strip Window; Point Fix Glazing (Spider Glazing)
  + Cleaning System – Traversing Davit System & Roof Mounted Jibs
* Worked as Taskforce for “GDC Chennai” Project - 19,000 Sq. Ft. of Dry Granite Cladding Works in external finishes @ GDC Phase 01, Siruseri, Chennai
* Special assignment of Steel Re-conciliation for GDC Chennai Project (in 7 Days)

**Shapoorji Pallonji & Co Ltd [Designation: Management Trainee - Summer Internship] [02 Months]**

**Duration:** May 2008 – June 2008 **Direct / Indirect Report:**  0/1 Nos.

**Client:** General Motors, India

Industrial Shade - Setup for “General Motors” with complete production line for four wheelers.

* Planning & Execution Department at “General Motors, India” Talegaon – Dabhade Project.
  + Drawing Coordination’s - Checking shop drawings and getting them approved from client
  + Client correspondence - discussing drawing queries and resolving them, reporting defects in drawings
  + Estimating quantities and procurement through stores
  + Preparation of reports (MIS, Daily Progress Reports), Schedules, Creation of Client Bills

**Magarpatta Township Development Corporation Ltd. (Pune) [Designation: Junior Engineer] [13 Months]**

**Duration:** July 2006 – July 2007 **Direct / Indirect Report:**  1/3 Nos.

* Execution of “IRIS project” - H & I Bldg (13 Storied Towers - *1,75,200 Sq Ft.*) Along with Clubhouse (*40,000 Sq. Ft.*) & Internal Infra
  + Overall Execution of the structures including Planning, Scheduling and Time Management; Labour Arrangement & Management
  + Quantity Estimations & Valuation, Stock Analysis and Orders through stores
  + Billing & Certification; Safety and Quality Controls
  + Developments, Landmark Developments

**D. S. Kulkarni Developers Ltd. (Pune) [Designation: Vocational Trainee Engineer] [02 Months]**

**Duration:** June 2005 - July 2005 **Direct / Indirect Report:**  0/0 Nos.

Class 01 **Multi Storied Residential Towers** (13 Storied Towers) in heart of City.

* Execution for “DSK Frangipani Project”
  + Trainee Site Engineer
  + Quality Testing Engineer based on (ISO 9001 – 2000) regulations

**Academic Technical Exposure**

1. **Academic**

* PGP-ACM [2007-2009] – Thesis Dissertation: “**Modern Techniques & Risk Mitigation in Real Estate**”

Theme: Study the modern techniques in Real Estate and point out the risk involved in them.

* Graduation Program [2003-2006] – Thesis Dissertation: “**Advanced designing in concrete mix**”

Theme: Research & Development of Micro Concrete (*A versatile material for multipurpose use in civil engineering construction & repair)*

The Concrete gives a strength of **60Mpa** at **28 days** [with **mix 1 : 2 : 4**]

* Graduation Program [2003-2006] – Seminar: **“Use of Carbon Fibre Reinforced Polymers in Retrofitting”**

Theme: Study the use of Carbon Fibre Reinforced Polymers and effects on implementation

* Diploma Program [2000-2003] – Thesis Dissertation: **“Road safety – Measures for road safety”**

Theme: Life is precious.

1. **Other Academic Work**

* Worked with Consultancy Cell: Kolhapur Institute of Technology for consecutive 3 years
  + Technical ground and feasibility survey for Proposed Sewage Treatment Plant at Kasbabawda & Dudhali at Kolhapur, Consultancy for the Kolhapur Municipal Corporation
  + Prestigious Opportunity towards social cause:
    - * Social awareness towards the Historical temple of Goddess Mahalaxmi also called as ‘Dakshin Kashi’ - Identifying Obstacles to the Phenomenon of Mahalaxmi Kirnotsava, Identifying Effect of marble in the temple of Goddess Mahalaxmi
  + Technical survey for Proposed Mechanical Building; Kolhapur Institute of Technology, Kolhapur
  + Technical survey for Proposed Municipal market Building at Dalal Street Market, Kolhapur Municipal Corporation, Kolhapur

**Computer Proficiency**

|  |  |  |  |
| --- | --- | --- | --- |
|  | User Level | : | Proficient (System Analyser & solution Engineer) |
|  | Management Software’s | : | M.S. Project 2010, 2013; Primavera 3.0 & 6.0 |
|  | Engineering Software | : | Auto CAD 2014 (User End) and previous versions |
|  | Proficient | : | MS Office Applications |
|  | Designing | : | Corel Draw, MS Publisher … |
|  | Other Software | : | Programming Software such as C, Visual basic, Visual FoxPro, Tally |
|  | 1 Year Diploma in Software Development |  |  |
|  | Special Skill | : | Grasp the Functioning of any software at a glance and use it to the level |

**Achievements and Interests**

* Awarded “SMART” for year 2011 in Syntel Ltd.
* First Prize at Symbiosis Institute of Operation Management (Nasik) for National Level Business Model Competition
* First award for paper on “Modern Transportation Techniques” at National Level feast “Pioneer”
* Finalist in AutoCAD Competition at IIT Chennai National level feast – March 2006
* Finalist in Light Weight Concrete Cube Competition at IIT Chennai National level feast – March 2006
* Finalist in ACI Cube Contest 2004, 2005
* Led Social Service Head of CEESA to Organize various Competitions and Social Service activities

“Civil & Environmental Engineering Students Association” (A college department level Student Organization)

* Co-editor for the college magazine “Technique – 05” & “Technique – 06”
* Achieved Silver Medal at National Level in Taikwando and kick Boxing.
* Winner of Zonal Level Twins Carom Championship

**Languages Known** – English, Hindi and Marathi

**Personal Traits**

* Determined, confident, team player, Hardworking with a proactive attitude.

I hereby declare that all the above information is true to the best of my knowledge.

**Suraj Mahadik**

**Date: January 2015**