

Rajiv Oommen Koshy

Sector 20, Noida 201301

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MBA-Construction Project Management, RICS Accredited.

Btech - Civil Engineering



SUMMARY OF SKILLS

Excellent Communication Skills, Quick Learner, Team Player, Easily Adaptable and Flexible, Good Interpersonal Skills, Presentation Skills, Good Technical Skills, Creative and Innovative, Project Management Skills, and Effective Leader.

INTERNSHIP/PROFESSIONAL EXPERIENCE

CUSHMAN AND WAKEFIELD

June '18 till Present

- Working as a Project Coordinator for coordinating and planning of Residential housing project of Godrej(Client) and with the contractors in making sure all the work activities are as per schedule and compliance.
- Documentation of all Project Files, Drawings Management, RFI management, Preparing MIS reports.

JAIN HOUSING & CONSTRUCTIONS LTD

May '17-July'17

PROJECT MANAGEMENT INTERN

- Worked in the Planning Department of the company under GM Projects and preparing KRA and executive summary reports to be submitted to top management.
- Scheduling and tracking of many ongoing projects like multistoried structures of the company in MSP software
- Project Coordination with different departments like Estimation, Design, Purchase and Site Team.

CONCRETE TECHNOLOGY LLC, DUBAI

May'15-June'16

ROLE IN THE COMPANY

- Worked as a Quantity Surveyor for Quantity Take-off / verify the quantities provided by the consultants for tenders.
- Obtain competitive Sub- Contractor's quotations for various items preparation of all necessary reports for tender.
- Cost Control Department: Verifying the material requisition is not exceeding the allocated budget.

ROLE IN THE COMPANY

- Worked as a Site Engineer for coordinating and supervising construction of Residential Houses and low level buildings from structural work to finishing stages.

ACADEMIC AWARDS & ACHIEVEMENTS/ PROFESSIONAL REWARDS & RECOGNITION

- Part of CROSSROADS-12 organizing committee conducted by © MBCET College.
- Part of UTBHAV-12 organising committee conducted by MBCET college.
- Industrial Training at ARTECH construction site at patoor.
- Project done on “AIRPORT PLANNING AND DESIGN AT KANNUR”

EDUCATIONAL AND PROFESSIONAL QUALIFICATION

YEAR	NAME OF CERTIFICATION	CERTIFYING BODY	CGPA/%
2018	MBA (CPM)	AMITY UNIVERSITY	7.9
2013	B.TECH (CIVIL)	KERALA UNIVERSITY	7.29
2009	XII	CBSE	82%
2007	X	CBSE	88%

COMPUTER SKILLS

- AUTOCAD 2D
- MS PROJECT
- PRIMAVERA P6
- MS OFFICE SUITE
- AUTODESK REVIT

PERSONAL SNAPSHOT

1. Date of Birth: 22nd May 1991
2. Guardian's Name: Koshy Thomas
3. Languages Known: English, Malayalam, Hindi (elementary proficiency)
4. Constructive co-curricular interests: Active Member of SLING- Adventure Club (Student body of RICS SBE), Part of cricket Team in ROAR Club of RICS SBE
5. Social Service activities: Active Member of 'THANAL' a social initiative by our college for the unprivileged sections of the society.
6. Passport Available: Yes
7. Passport No: K2749386