

NADEEM KHAN

J.E. Mechanical

Address for**Correspondence:**

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Permanent Address:

C/O. Mazhar Imam Khan
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Personal Data:

Date of Birth: 11th Aug, 1992

Gender: Male

Nationality: Indian

Marital Status: Single

Father's Name:
Mazhar Imam Khan

Father's Occupation:
Business

Hobbies:

Playing Table Tennis,
Badminton, Carom and
Cricket.

RESUME**CAREER AND OBJECTIVE**

To obtain a position that will enable me to use my organizational skills, educational background, and ability to work well with people. To continuously aim at value addition and upgradation of my skills so that I can prove to be an Asset to an Organization. Besides this I intend to bring out a best possible blend of Theoretical and Practical Knowledge in real life situations.

Worked as Site Engineer & Project Coordinator in Ganges Internationale Private Limited. Worked in Project Management at different levels in Project Planning, Execution, Monitoring & Cost Control

An Engineer who pays passionate attention to detail, persistence & unwavering focus on results, staying current on industry dynamics and professional certifications, as well as the flexibility and intellectual ability to respond to constant change.

WORK EXPERIENCE AND JOB RESPONSIBILITIES**GANGES INTERNATIONALE PRIVATE LIMITED, NEW DELHI****Site Engineer- Aug, 15 to Jan, 17**

Executed Projects of clients like Azure Power Pvt. Ltd., SolaireDirect.

- Supervising Contracted Staff & Undertaking Surveys. Checking technical design and drawing to ensure that they are followed correctly.
- Liaising with clients, subcontractors and other professional staff, project manager, providing technical advice and solving problems on site.
- Keep Project Manager continually updated of progress, reporting immediately of any delays or budget overruns.
- Preparation of progress Report on daily basis and its submission to the concerned Project manager.
- Providing leadership to a team of 20 engineers to enable them to perform day to day Design, Engineering and Site activities effectively and efficiently.

Project Coordinator- Jan, 17 to till date.

- *Complete Project Co-ordination & Execution after receipt of Work Order.* Lead entire project management activities covering Project Planning, scheduling, resource planning and mobilization, Monitoring, Client Interface, Engineering, Site Management, Installation and Commissioning and project delivery.
- Prepare and submit daily progress reports to clients and internal management, including updating, monitoring & project controls.
- Responsible for preparing & monitoring overall project schedule and monthly look ahead schedules for all disciplines. Update the schedule based on inputs received from project team.
- Preparing weekly delay report or behind the schedule report.
- Coordination with Site engineers for follow up of daily work, control contractor work. Focus on manpower/engineer allocation. *Technical assists to sub – vendors.* Ensured timely completion of activities with active interaction with sub-contractors and supervisors.
- Follow up for manufacturing/fabrication of various structures at factory within specified time frame.

- Ensure that client and engineering requirements are clearly communicated to, and adhered by, project engineering team.
- Coordinating with Purchase department in connection with purchased and sub-contracted material availability on timely basis.
- Site visits for project work status & Verification of contractor bills and quantities.
- Planning for all site activities in coordination with Project Manager and monitoring progress as per plan and taking necessary steps to meet the deadline.
- Entrusted with the task of managing resources (Manpower, materials & machinery) judiciously while administering the site, labour, taking measurements, reconciling material.
- Interact with client on project management issues pertaining to time/cost variation.
- Determine appropriate logistics solution in managing resources.

ACADEMIC QUALIFICATION

- Passed 3 years **Diploma in Mechanical Engineering** in 2015 under SCTE from Silchar Polytechnic, Silchar, Cachar, Assam with an aggregate of **65%** marks.
- Passed **12th** from AHSEC BOARD, Assam in 2011 with an aggregate of **69%** marks.
- Passed **10th** from SEBA BOARD, Assam in 2009 with an aggregate of **70%** marks.

PROJECT, TRAINING & CERTIFICATION

- Completed AutoCAD and Catia V5 from DUCAT, Noida.
- Project completed on Flat Panel Solar Thermal Collector for electricity purpose.
- Merit in RoboTryst-2015 organized by Robosapiens Technologies Pvt. Ltd. in association with IIT Delhi.
- Completed Typewriting Training from Tinsukia Commercial Institute, Tinsukia.

COMPUTER SKILLS

- Internet and all related tasks.
- Microsoft Office (Excel, PowerPoint, Word).
- Adobe Photoshop.

EXTRA CURRICULAR ACTIVITIES & ACHIEVEMENTS

- Participated in inter-college sports competition and bagged 1st prize in Table Tennis, Badminton Doubles and many other sports events.
- Participated in inter-school literary events and bagged 1st prize in English Story Writing, English News Reading and 2nd prize in On the Spot (English) Paragraph Writing.
- Participated in inter-college dancing, singing and acting competitions and bagged 3rd prize in Mono Acting.
- Awarded as the best worker in many college events.

SELF ASSESSMENT

- Always ready to take responsibilities.
- Positive attitude towards work.
- Self-Motivated and Confident.
- Good Verbal and Written Communication Skills.

LINGUAL PROFICIENCY

English, Hindi, Assamese.

DATE:

PLACE:

(NADEEM KHAN)