

Ritu Singh

TOTAL EXPERIENCE: Approx. 4+ YEARS

B. Tech (Civil Engineering)

Employment History:

Last- Sept 2017: Gurgaon – Engineer-II (Contracts) – AECOM India Pvt. Ltd.

Dec 2016 Till Sept- 2017:- Gurgaon, HRYN – Engineer (Contract & Planning) - Ramprastha Promoters and Developers

Sept 2014 Till Dec 2016:- Noida, U.P – Engineer (Contract & Planning) - Mahagun India

June 2013 Till Aug 2014:- Noida, U.P – Engineer Trainee (Contract & Planning) - Wig Brother's

Age – 26 Years

Contact Details: Flat no-5, Fire Station, Sector-2 Noida, Uttar Pradesh Mob:- +91-7048967392

Email : ritunarwal1991@gmail.com

ACADEMIC PROFILE

- Acquired 69% in B.TECH Civil Engineering (2009-13) at MEERUT INSTITUTE OF ENGINEERING AND TECHNOLOGY, MEERUT affiliated to GBTU.

- Acquired 74% in 12th(2008-09) standard affiliated to CBSE board from police modern school, Meerut, UP

- Acquired 75% in 10th(2006-07) standard affiliated to CBSE board from police modern school, Meerut, UP

CV Highlights:

Diverse experience of working with Client & Contractor firms

Key Responsibilities taken up: Budget Preparation: 4Y+, Quantity Survey: 3Y+, Construction Management: 2Y+,
Site Management: 1.5Y+

Skills & Working Profile:

Project Planning.

- Oversee the operation of a particular project along with the project manager either at site or in an office depending on the stage of the project.
- Work as part of team, on engagement involving project audits, quality reviews, and design and as built reviews etc.
- Work as part of team, on developing project specific processes, reporting templates, monitoring tools etc., as part of overall engagements involving process, risk and control enhancement initiatives.
- Assist the Planning head in assessing and recording on-site progress production and updating of Mater programs produce and update short term programs.
- Conduct site inspections in consultation with Site Engineers to acquire updated information on progress of the section with the actual and planned.
- To prepare project budgets and cost estimates, schedules and coordinates resources and tasks to complete projects on approved budgets. To prepare and maintain detailed engineering and construction schedules including development of critical path and project float.
- Analyses date and situations, recommends solutions to supervisors, Make presentations to clients as needed
- To participate in the development of timetables and schedules for projects, To ensure the maintenance of all essential

documentation.

- To prepare technical statements of work for construction projects, facility modifications, improvements and high end service and maintenance contracts
- Excellent communication skills
- Ability to handle critical situation-Positive Attitude
- Self Motivated & Result oriented
- Maintaining good inter personal relationship
- Ability to work individual as well as group
- **Expert in handling, AutoCAD, MS-word & MS-excel. Good presentations skills.**

LAST EMPLOYER

Employer- Aecom India Pvt Ltd.

Designation Engineer- Contract From Sept 2017 Till Present

Current Project: This is a MoD project worth INR 24,000 Crore approx. located at Karnataka. The project is in procurement stage and current job profile is into drafting of RFQ and RFP based on international procurement norms. The project involves Marine and jetty works, Naval Air base, residential on design-&-build basis and various site investigation studies.

PREVIOUS EMPLOYER

Employer

Ramprastha Sec-44, Gurgaon.

Promoters and Developers Pvt ltd.

Designation Engineer-Contract & Planning From December 2016 Till Sept-2017

Current Project: This is a Real Estate project in 60 acres approx. located at Gurgaon. The project is in completion stage and my current job profile is into Contracts and Billing. The project involves 7 Group housing Total no of 50 Towers.

- Current Tasks being performed: Coordination with Contractors, financial negotiation, Work Orders, Rate

Analysis for Extra Items, Checking of Bills, Reconciliation of Materials and bills. Contract compilation and signing off . Monitor and manage the commercial and technical performance of projects, Develop new sub- contractors to carry out sheet metal fabrication work (either with or with-out material),To work with existing and new sub-contractors to prepare and release work orders and delivery challans, Handle every aspect of sub-contracting including transportation, timely delivery, quality, material reconciliation and scrap, Ensure that stock reconciliation is done on weekly basis, Follow up to ensure all the paper work like work orders, quality certificates are done, Follow up to make sure payment is made on time. Maintaining records of changing trends of market condition subject to the rates of different material Rate Analysis, Certifying Subcontractors Bills, Calculating the quantity of constituent materials from the drawings in advance to facilitate the purchasing of items. Cost Control of the project and Coordination with contractor, calculate the quantities as per the drawings. Reconciliation between estimated quantity and contractor's billed quantity. Reviewing drawings in AUTO CADD and workout Quantities from AutoCAD drawings. coordinating all AUTO CADD drawings received from design team & various consultants

Employer

Mahagun Noida sec-63

India Pvt Ltd.

Designation Engineer - Contract & Planning From Aug-2014 Till May, 2016

Mahagun India Pvt Ltd is a Real estate company located in A / 19, Sector 63, Noida, Uttar Pradesh,. Mahagun group is a conglomerate of companies operating in real estate, commercial and hospitality sectors..

PROJECTS HANDLED

☑ Mirabella Mahagun – Spread across 5 acres, Besides the magnificent architecture, the high rise condominiums offer 2 , 3 and 4 BHK apartments and 16 limited edition luxurious villas

☑ Mantra-I & II – spread across 9 acres offers elite Extending to 2 phases- Mantra 1 and Mantra 2, the economically viable 2 and 3 BHK homes here have a mesmerizing splendor of modern amenities matched with boundless green expanse

☑ Mezzaria Mahagun – the project spreads across a sprawling area of 10 acres and houses 3 and 4 BHK exclusive luxury apartments

Tasks performed: Prepare Tenders, Coordination with Contractors, financial negotiation, Work Orders, Rate Analysis for Extra Items, Checking of Bills, Reconciliation of Materials and bills. Contract compilation and signing off. analysis of technical scope of work documents, evaluation report and recommendations for selection of Contractor, points for financial negotiation including financial evaluation, process of Contractor/ Consultant's bills from contractual aspect, Goods procurement agreement (purchase agreements) for large equipment and payment terms including negotiation with vendors/ sellers. Prepare monthly detail planning based on the initial, Prepare future activities as per project plan. Anchoring on-site construction activities to ensure completion of projects within time & cost parameters and effective resource utilization to maximize the output. Be key member of the Construction Management team and work closely for the Project Management Head and coordinate with the site team. To guide & facilitate all necessary support to the Project managers in terms of drawings, staff support, materials, internal decisions, technical solutions, resolving contractor issues and all other resources on a timely basis. Carryout technical audit of final bills to ensure correct application of contractual conditions and verification of specs, measurements and classification. Handling emergencies and critical works on / off project sites. Monitor effective utilization of company resources deployed at site and identify the gaps of potential risks, Prepare mitigation plan for projects in consultation with project managers Constructability review, handling critical material delivery and contractual claims.

Employer

Wig Noida Brother's sector-110**India Pvt Ltd.**

Designation Engineer- Contract & Planning

From July-2013 Till August-2014

Projects: Wig Brothers Construction Pvt Ltd is a Civil Engineering company located in 301 17CC3 ANIL MOHAN WIG SUNIL MOHAN WIG BHANOT, New Delhi, Delhi, India – From building Townships and Fertilizer Plants, Cooling Towers and Water Treatment Plants, Airport and Multi-storied Buildings to Power Houses and elegant Civil Structures to present days Malls, I. T. Parks, Commercial & Office Buildings.

Tasks performed: Coordination with client/ contractors/ Execution Team Timely disbursement of payment (Payment cycle) Coordination with finance purchase department Site Inspection checking material workmanship Timely checking of bills, Extra item Calculation, Deviation Analysis as per contracts, Auditing Certify RA Final Bills Reconciliation of steel, cement, material manpower Weekly Monthly progress on contractors Bills (Reports submitted on time) Maintaining records of changing trends of market condition subject to the rates of different material Rate Analysis, quantity surveying, Certifying Subcontractors Bills. Cost Control of the project and

Coordination with contractor; calculate the quantities as per the drawings. Reconciliation between estimated quantity and contractor's billed quantity. Reviewing drawings in AUTO CADD and workout Quantities from AutoCAD drawings. Coordinating all AUTO CADD drawings received from design team & various consultants.

PERSONAL DETAILS

Name : Mrs. Ritu Singh

Date of Birth : 17th November. 1991

Gender : female

Marital Status : Married

Languages known: English, Hindi.

Nationality : Indian

CURRENT CTC: INR 5.04 L/Annum