



FAIZAN BHAT

7006312763

faizanbhat061@gmail.com

SRINAGAR, INDIA 190010

SKILLS

- Active Listening
- Decision-Making
- Flexible and Adaptable
- G-Suite
- Excellent Communication
- Planning and Coordination
- Analytical and Critical Thinking
- Written Communication
- Problem-Solving

LANGUAGES

English:



Bilingual or Proficient (C2)

PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Dedicated professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

WORK HISTORY

July 2022 - Current

BDA, BYJUS, GURGAON

February 2020 - March 2022

MANAGER, SM ENTERPRISES, SRINAGAR

- Maximized performance by monitoring daily activities and mentoring team members.
- Adjusted job assignments and schedules to keep pace with dynamic business needs, factoring in processes, employee knowledge and customer demands.
- Developed and maintained relationships with customers and suppliers through account development.
- Onboarded new employees with training and new hire documentation.
- Accomplished multiple tasks within established timeframes.
- Cross-trained existing employees to maximize team agility and performance.
- Evaluated employees' strengths and assigned tasks based upon experience and training.
- Established and administered annual budget with controls to prevent overages, minimize burn rate and support sustainability objectives.

March 2018 - January 2021

Senior Civil Engineer /FIRM HEAD, CAPRA INGENIEURE, SRINAGAR

- Monitored execution of contract work for compliance with design plans and specifications.
- Managed construction contracts for capital projects to outline objectives, stakeholder responsibilities and modification procedures.
- Kept project on schedule and within budget while serving as project leader.
- Controlled engineering activities to maintain work standards, adhere to timelines and meet quality assurance targets.
- Planned, directed and participated in surveying activities and researching title reports and deeds in preparation of survey instructions.
- Managed conceptual design projects while providing task management and technical contributions to multidisciplinary teams.

EDUCATION

January 2020

M TECH CIVIL ENGINEERING, Researched And Published Paper About The Piles
RIMT UNIVERSITY, GOBINDGARH CHANDIGARH

July 2017

B TECH CIVIL ENGINEERING
SRM UNIVERSITY, NCR CAMPUS MODINAGAR UP

January 2009

HIGHER SECONDARY
BURN HALL SCHOOL, SRINAGAR

January 2007

HIGH SCHOOL
BURN HALL SCHOOL, Srinagar