



Rayan Singh

Project & Construction Manager

PERSONAL SUMMARY

Resourceful, flexible, innovative, and professional project manager with considerable knowledge of the construction industry. Possessing excellent organisational, planning and time management skills as well as boasting a consistent track record of improving efficiency, maximising profits whilst minimising costs. A confident and reliable individual with a commercial approach to solving problems. Able to manage and coordinate all construction activities and ensure that all project deliverables are achieved with regards to safety, quality, programme and cost.

AREAS OF EXPERTISE

Project management

Site management

Health & safety regulations

Hiring construction staff

Redevelopment Projects

Budget / cost control

Financial management

Operational management

Contract negotiations

Tender / Bid management

Building technology

Construction materials

PERSONAL SKILLS

Decisiveness

Integrity

Troubleshooting

WORK EXPERIENCE

Oricon Ltd – Birmingham

95 Spencer Street, Birmingham, England, B18 6DA

Dec 2015 – July 2019

Duties:

Having overall responsibility for effectively managing the plant, labour and equipment to achieve maximum efficiency and cost effectiveness. Making preparations before work begins on site including communicating with the public, architects and engineers. Also in charge of keeping track of progress and ensuring that projects are on time and to budget.

- In charge of the project budget for materials and manpower & maintaining accurate billing records.
- Obtain all necessary permits and licenses.
- Daily management of up to 10 project staff and multiple sub contractors.
- Ensuring that all quality control, environmental and health and safety requirements are met.
- Formulated policies, managed daily operations, and planned the use of materials and human resources.
- Analysed any construction project profitability, revenue, margins, bill rates and utilization.
- Providing independent professional advice and guidance to senior manager and third parties.
- Planning site activities in detail, setting targets and accurately forecasting completion dates.
- Accurately estimate material, construction and labour costs as well as project timescales.
- Directing and supervising workers.

KEY SKILLS AND COMPETENCIES

Project management

- Excellent leadership skills and ability to build teams, resolve conflict, motivate and develop subordinates.
- Ability to plan, organise, monitor and if necessary take corrective action on projects.
- A comprehensive knowledge and understanding of related company management systems.
- Able to react quickly and effectively when dealing with challenging situations.
- Can control multiple construction projects simultaneously.
- Excellent decision-making skills and the ability to prioritize and plan effectively.
- Proven problem solving abilities, able to identify, assess, evaluate and resolve complex issues.

AREAS OF EXPERTISE

Set deadlines

Assigning responsibilities

Project budget

Resource allocation

Project closure

Team Leadership

Strategic Influencing

Business Partnering

Working with Vendors

Diplomacy

PERSONAL DETAILS

Golden Cross Cottage

Bearley Cross

Wootton Wawen

Henly-In-Arden

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E: rayan.singh@mail.com

DOB: 02/08/1981

Driving licence: Yes

Nationality: British

REFERENCES

Available on request.

Site management

- Ability to co-ordinate, control and monitor all sub-contractors' activities on site.
- Recommending ways of improving the use of staff, materials, equipment and other resources.
- Extensive knowledge of building legislation and regulations.
- Up to date with the latest developments and technologies in the construction industry.
- Practical construction knowledge and be able to work from drawings.
- Experience of acquiring land for construction projects.
- Ability to read and interpret drawings using AutoCAD.
- Good at logistics, planning and problem-solving.

WORK EXPERIENCE

JLR Jaguar Land Rover – Birmingham, Solihull

Project Manager – Commercial Division

Jan 2009 – Dec 2015

A talented Project Manager who can deliver multiple on-going projects, to the specified quality, the required standard and the maximum commercial performance. Having lots of related knowledge and skills to bring to your company and is guaranteed to support its continued growth. He has extensive experience of managing complex projects with multiple stakeholders simultaneously. On a personal level someone who is comfortable voicing opinions whilst being respectful of other peoples at the same time.

Responsible for putting together a project team made of different specialists and then moulding them into one unified force.

Duties;

- Making sure that everyone is doing their job properly.
- Giving advice on how and where realistic savings can be made from a projects budget.
- Listening out for, uncovering, and then resolving misunderstandings or disagreements between project staff.
- Procuring professional and specialist advice as and when required.
- Allocating tasks to members of the project team and then monitoring their progress, performance and quality.
- Project managing up to 10 clients on a daily basis.
- Scheduling all the work required to complete the project.
- Planning, assigning and overseeing the successful delivery of projects.
- Providing technical assistance and advice to internal and external customers alike.
- Measuring project risks and then devising mitigation strategies for these identified risks.
- Carrying out regular visits to field sites.
- Developing a detailed project plan to monitor and track progress.

ACHIEVEMENTS

- Budgeted effectively, saving £60,000 in monthly operation costs.
- Developed a database management program, leading the team in meeting all project deadlines.
- Identified and fixed program bugs, leading to a marked increase in customer satisfaction as measured by online surveys.
- Hired and trained four new team members based on predicted project needs.

KEY SKILLS AND COMPETENCIES

Professional

- Able to influence at senior management level.
- Experience of working with corporations, municipalities and public sector bodies.
- Strong desire to ensure accuracy and quality in all work delivered.
- Experience of managing multi-year and multi-phased projects.
- Advanced MS Project Skills.
- Knowledge of rules and regulations associated with project management as a whole.
- Ability to manage a large and wide-ranging project case load at one time.

WORK EXPERIENCE

KJK Homes Ltd – Birmingham, Solihull

Central Boulevard Blythe Valley Park, Shirley, B90 8AG

Jan 2004 – Dec 2009

A hard working Site Manager who has built an extensive experience within the Construction Industry. A superb leader who is able to instruct staff, deal with difficult labour situations and maintain a productive but disciplined working environment. In-depth knowledge of project management from the planning stage, right through construction and up to commissioning.

Responsible for the co-ordination and control of the project from the design stage, through to completion and the handover of the project to the client.

Duties:

- Attending plot inspections with the Local Building Inspector.
- Responsible for the accurate and timely completion of site-based documentation.
- Ensuring full compliance with all relevant Health & Safety legislation and regulations.
- Carrying out site audits and inspections as required ensuring that the highest standards of quality are maintained.
- Liaising with architects, engineers, surveyors and planners.
- Maintaining regular communication and attending meetings with stakeholders and their representatives to keep them informed of progress on the project.
- Coordinating training and professional development activities for employees.
- Writing up and submitting weekly progress reports to relevant parties.
- Ensuring the timely management of any unforeseen delays.
- Providing technical advices to resolve problems.
- Undertaking all duties as may be required from time to time.
- Completing plant and equipment registers.
- Ensuring that all plant and equipment is properly maintained.
- Assigning tasks to individual employees and then checking to make sure those tasks are done.

KEY SKILLS AND COMPETENCIES

Professional

- Reading and understanding drawings and instructions.
- Carrying out tasks with a can do attitude.
- Experience of managing a whole site as well as part of a project.
- Ability to lead and organise others and their own workload.
- Prepared to turn their hand to anything at short notice.
- Able to work both alone and as part of a team.
- Experience of working on residential developments over £4m+.

ACADEMIC QUALIFICATIONS

BSc (Hons) Business Information Technology
University of Central England (UCE) – 2001 - 2003

HND (Pass) Business Information Technology
Handsworth College - 1999-2001

GNVQ: (Merit) Advance Information Technology
Saint Georges College - 1997-1999

GCSE: (Grade C) Maths, English
Saint John Wall RC School – 1992-1997

Real professional who is deeply familiar with Project Management principles and practices, I can identify areas of a project that are wrong and make them right with an ability to lead people through a fast period of change and inspire staff, partners and stakeholders to work together. I am a logical individual who only makes evidence-based decisions, and who constantly strives to improve service and exceed set goals. You can rely on me to investigate areas of the business or a process which is not performing as expected and provide improvement suggestions.

On a personal level I am an excellent communicator who can relay information in an understandable and manageable way. I possess a can-do attitude, am confident in my abilities and never shy from a challenge someone who is well-schooled in construction methodologies and procedures and who is able to coordinate a team of professionals of different disciplines to achieve the best results.

In my current role I ensure that responsibilities are clearly assigned and managed. I take an active part in internal team meetings and always make a contribution to any discussions. I am renowned for writing up professional correspondence, preparing professional reports, and conducting professional presentations.

I have experience of working on residential, commercial projects. I consider myself a natural leader who has the ability to manage teams and programs whilst driving and delivering projects. Through my career I have worked closely with construction companies and contractors, specialist sub-contractors, property developers and house-building companies.

