

COVER LETTER



VIVEK RAZDAN

QA/QC Manager - Civil

CONTACT

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EMAIL:
Vivek_razdan7026@yahoo.com

Dear Sir/ Madam,

I came through, an opening in your prestigious organization for QA/QC Manager - Civil.

I believe you are looking for a QA/QC personnel with:

- At-least Degree in Civil Engineering.
- At-least 9 years of strong working experience in quality at High raised mixed-use building construction projects.
- At-least certified - ISO 9001:2015 Lead Auditor and Project Management Professional (PMP).
- At-least good knowledge of preparation, review and implementation of Method statement, Material Submittal, ITP,
- Internal and External audits conducting certification,
- Quality management and execution of works,
- At-least good knowledge of MS office and working on all Operating systems.
- Good communication skills (in English), team player, punctual and comprehensive problem-solving abilities.

Please find enclosed my CV meeting all these requirements and more.

I believe that I would make a valuable contribution to your company as an Engineer in Quality - Civil. I am eagerly looking forward to an opportunity to discuss my experience and skills further. You may contact me for any further information required.

Thank you for taking time to review and considering my CV. I look forward to talking to with you face to face.

Sincerely,

VIVEK RAZDAN

CV Enclosed in PDF



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CAREER SUMMARY

A professionally working, result oriented, hard-working Civil Quality personnel with 9 Years of experience in high raised Mixed use Buildings in UAE and India.

CERTIFICATIONS

- Six Sigma Yellow Belt Certified.
- Associate member of ASCE.
- Member of PMI certification.
- Certified quality auditor – Pragnya meter.
- Associate member of IEL.
- Member of International Association of Engineers (M. IAENG)
- ICE Graduate member (GMICE)
- Time management and Staying focused training.
- Workshop certification at IIT Roorkee, India on topic Ground improvement technologies.
- National Science Olympiad Foundation.
- ISO 9001:2015 - Quality Management System (QMS).
- ISO 9001:2015 Lead Auditor (CQI, IRCA)
- PMI – PMP

WORK HIGHLIGHTS

- Monitor Site and Material inspections.
- Reviewing Method statement, Material Submittals, ITP and project quality plans.
- Conduct internal and external audits.
- Attend meetings & Site walk with Client & contractor.
- Issuing NCR's and SOR's for closeout.

VIVEK RAZDAN

QA/QC MANAGER - CIVIL

EDUCATION

Govind Ballabh Pant Engineering College, Pauri Garhwal, Uttarakhand India – Affiliated to Uttarakhand Technical University
2008 - 2012
B-Tech in Civil Engineering with 63.46 %

WORK EXPERIENCE

Facilities and Building Solutions, Pune India as QAQC Manager
April-2021 – Present

Accountable for:

- Improve procedures to inspect and record quality issues.
- Monitor all operations that affect quality.
- Hold in-house meeting with staff to discuss and minimize quality related issues at site.
- Issue all Non conformities and site observations to Main contractor site executives to ensure immediate action.
- Attend site walk and meetings with client and contractor and discuss any quality issues.
- Understand client needs and requirements to implement effective quality control processes.
- Sign off site Inspection requests on daily basis.
- Check material test reports submitted by main contractor as per project criteria's (within tolerance limits).
- Monitor initially and final output of each construction activity and compare to project requirements.
- Keep accurate documentation for all the quality reports and all relevant documentation (in Hard copy and Soft copy & easy to traceable).
- Submit detailed reports to appropriate client executives.
- Issue snags to contractors, follow-up and monitor their quality works.
- Reviewing of method statements, material submittals, ITPs and project quality plans.
- Conduct internal and external audits.

Projects done :

- Construction of Mixed-use building (Godrej Nurture) for Godrej Properties (ongoing project).

- Issue snagging to Contractor and monitor their quality works to handover the works on time.

COMPUTER SKILLS

- MS Office.
- Working on all Operating systems.
- Knowledge of Auto Cad.

PERSONAL SKILLS

- Comprehensive problem-solving abilities.
- Quick to grasp new ideas and concepts, willingness to learn.
- Punctual and a team player with good communication, interpersonal and analytical skills.
- Take things as challenge and can demonstrate the high levels of motivation required to meet the tightest of deadlines.
- Managing different worksites with full dedication and proper paper works at HO and SO.

HOBBIES

- Surfing new technologies of Civil Engineering and quality blogs.
- Listening to music.
- Singing songs.
- Playing computer games.

LANGUAGES KNOWN

- English (Full Professional)
- Hindi (Native)
- Kashmiri (Native)
- Punjabi (Bilingual)
- Urdu (Bilingual)

China State Construction Engineering Corporation LLC, UAE as QA/QC Engineer Oct-2019 – Nov-2020

Accountable for:

- Attend Site and material inspections.
- Preparation and review of method statements and material submittals.
- Preparation, review and implement ITP and project quality plans.
- Conduct internal and external presentations and trainings regarding quality works and quality related issues.
- Attend meetings and Site walk with client, consultant and sub-contractors regarding any site and quality related issues and finding the root cause and taking necessary action on same.
- Conduct internal and external audits.
- Issue snags to sub-contractors, follow-up and monitor their quality works.
- Obtain mockup work approvals for proceeding any new activity on site as per ITP/ method statement.
- Arrange and conduct third party testing and results.
- Conduct site-based trainings and record same for continual improvement.
- Finding the root cause of any non-compliance and highlighting the issues with higher management, take necessary actions on same to avoid any repetition in future.
- Conduct regular in-house meetings with sub-contractor regarding their work and quality related issues.
- Preparing daily reports.

Project Done :

- Construction of Paramount Tower Hotel and Residences for DAMAC Properties.

Al Naboodah Contracting Co. LLC, UAE as QA/QC Engineer Sep-2017 – Oct-2019

Accountable for:

- Attend Site and material inspections.
- Review method statements and material submittals.
- Review and implement ITP and project quality plans.
- Attend meetings and Site walk with client, consultant and sub-contractors regarding any site and quality related issues and finding the root cause and taking necessary action on same.
- Conduct internal and external audits.
- Issue snags to sub-contractors, follow-up and monitor their quality works.
- Obtain mockup work approvals for proceeding any new activity on site as per ITP/ method statement.
- Arrange and conduct third party testing and results.
- Conduct site-based trainings and record same for continual improvement.
- Finding the root cause of any non-compliance and highlighting the issues with higher management, take necessary actions on same to avoid any repetition in future.
- Conduct regular in-house meetings with sub-contractor regarding their work and quality related issues.
- Preparing daily reports.

Projects Done:

- Construction of Mixed-use building development for AWR group. Project cost – AED718M
- Midriff City Centre carpark expansion, Dubai for MAF group.
- Construction of Fly Dubai new headquarters for Fly Dubai.

ALEC Engineering and Contracting LLC, UAE as QA/QC Inspector
Sep-2015 – Sep-2017

Accountable for:

- Attend site inspections and material inspections.
- Prepare out-standing finish works.
- Implementing ITP and project quality plan
- Attend regular in-house meetings and site walks with sub-contractor regarding any site and quality related issues and finding the root cause and taking necessary action on same.
- Attend site-based trainings and record same for continual improvement.
- Finding the root cause of any non-compliance and highlighting the issues with my line manager.
- Attend third party testing and make records for the same.
- Preparing daily reports

Projects Done:

- Expansion of Dubai Festival City Mall, Dubai for AFGRE.
- Construction of G+18 Holiday Inn hotel, Dubai for Holiday INN group.
- Full expansion of Al Maktoum airport, Dubai.

M/S Shardha Infra Engineers Pvt. Ltd. India as Civil Engineer
Jan 2015 – Aug 2015

Accountable for:

- Execution of G+2 residential building.
- 2 weeks ahead planning of resources and schedule of works.
- Attend site progress meetings.
- Quality assurance and control of site activities.
- Preparing ahead program for sub-contractors and make sure the works are done as per that program.
- Attend site walks and meetings with client for any site related issues.
- Keep proper records of all the works being done and discuss the site problems with in-house meeting with sub-contractors and line manager.
- Ensure the works are being done as per specifications and issued drawing.
- Preparing daily and weekly progress reports.

Project Done:

- Construction of a new township for GAIL India Ltd.

Uretak India Pvt. Ltd. India as Operations and other allied works Engineer
Aug 2012 – Dec 2014

Accountable for:

- Conduct site Survey.
- Attend meetings with clients and discuss the site related issues and work process prior starting works.
- Proposing the work proposals and get approvals of winning jobs in India and South Africa.
- Supervising mixed use building projects taking quality of works and safety of workers and environment on priority basis.

Projects Done:

- Chennai International Airport renovation, Chennai, India.
- Proctor and Gamble factory reconfiguration (3 different large contracts), Bhopal, India.
- Mangalore international Airport construction and renovation, Mangalore, India.
- Adani Power station stabilization of sub base at Tiroda, Nagpur, India.
- The Yapp Factory renovation and maintenance in Pune, India.
- Stabilization of sub base at The Bharti Walmart Supermarket at Karnool, India.
- Technical road assessment of highway Anapra, India.

ACADEMIC PROJECTS DONE

- Undergone Mid Semester Project on “**BASALT FIBRES AND BASALT RODS**”.
- Final Project on “**WIND ANALYSIS ON THE MULTI STOREY BUILDINGS**”.

VOCATIONAL TRAININGS DONE

- Undergone support Engineer In charge and safety, environment and other allied works training with JKPCC Ltd. on Construction of “**Super Specialty Hospital**” for one month. (14th June 2011 to 13th July 2011).
- Worked as a Jr. Civil Engineer at Real Estates, Saket, New Delhi by Managing and Supervising 3 residential and a commercial building construction projects going on at a time from 20th July 2009 – 21st August 2009 and again from 20th June 2010 – 22nd July 2010.

DECLARATION

This is to certify that all the above information is true and best of my knowledge.

VIVEK RAZDAN