

Sahil Gupta

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SUMMARY

Project Management Professional with a vision to learn and grow with best-efforts that contribute to my personal growth and reflect my commitment towards my organization.

EXPERIENCE

Jones Lang LaSalle (JLL India) - Project Lead

Assistant Project Lead (Aug 2018 – August 2021)

Gurgaon, Haryana, India

Aug/2018 – Current

Responsibilities:

- Developing everlasting client relations and structuring team, resources, budgeting, tendering and procurement, Contracting, Vendor billing and stakeholder management along with schedule and risk management to ensure the satisfactory delivery of the project under stipulated time.
- HQ Expansion of Uber, Renovation of existing bungalows at Australian High Commission, MetLife, GSK, HP decommissioning are some of the projects done. Currently, working on the project by Ernst and Young (EY).

Achievements:

- Awarded as PDS Superstar (**Performance Award**) for 2nd Quarter 2020.
- Awarded as PDS Superstar (**Performance Award**) for 3rd Quarter 2018.

Oravel Stays Private Limited (OYO Rooms) - Project Lead

Nainital, Uttarakhand, India

Jun/2017 - Aug/2018

Responsibilities:

- Conducting Audits of identified potential properties against predetermined standards and submitting feasibility reports.
- Developing the accurate cost for the services required for the properties.
- Proposing the realistic timeline for the work required as per the standards.
- Planning optimal inventory along with delivery timelines.
- Regularly updating the baselines with close monitoring as per Project Management rules.
- Collaborating extensively with all internal and external stakeholders (VM, Finance, IT, HR, PMC, etc.) for the flawless execution of projects

SKILLS

Software Skills:

- AutoCAD
- Microsoft Projects
- Primavera P6
- Microsoft Office

Forte:

- Project Management
- Project Planning & Coordination
- Project Cost Estimation
- Project Tendering, Bidding & Contracting
- Contracts & Claim Management
- Project Coordination

Areas of Interest:

- Project Appraisal
- Financial analysis and reporting
- Project Risk Management & Insurance
- Strategic Management
- Project Finance & Structuring
- Risk Assessment

EDUCATION

2016

National Institute of Construction Management and Research

Pune

Post-Graduation Diploma: Project Engineering and Management

Key Highlights:

- Awarded with the scholarship of Rs 5500/-.
- Prepared thesis on "Issues and Challenges involved in Contract & Procurement practices of power transmission and distribution projects."

and taking autonomous, data-driven decisions for executing process improvement initiatives.

Achievements:

- Awarded cash prize (**Performance Award**) worth Rs 10,000.

Hindustan Construction Company. - Management Trainee

Tehri, Uttarakhand, India

Aug/2016 - May/2017

Responsibilities:

- Working with the Contract team for client satisfaction on various contractual matters in the Project.
- Working with the contractual implication of clauses at site and preparation of various contractual letters and documentation.
- Involved in preparation of MIS of the project and various claims such as EOT (Extension of Time), Cost claims under contractual obligations.

Achievements:

- Prepared Contractors claim for the organization worth Rs 170 cr.

Larsen & Toubro Realty - Management Intern

Mumbai, India

Apr/2015 - Jun/2015

Responsibilities:

- Daily monitoring of Site activities and preparing the Daily progress Reports and Monthly Progress report.
- Gained experience on MEP activities and deeply coordinated with both civil and MEP departments to manage the activities.

Achievements:

- Got the opportunity to lead the construction activities of the L&T Sales office.

Larsen & Toubro – Summer Intern

Chandigarh, India

Jun/2013 - Dec/2013

Responsibilities:

- Daily monitoring of the Site Activities and exposure to the coordination between site works and management of the work front.

2014

Chitkara University

Solan

Graduation: Bachelor of Engineering
Civil

Key Highlights:

- Projects Done: Numeration of House, Oresund Bridge, Multilevel Car parking, Survey Camp.
- Worked as General Secretary of Civengs Club.
- First Prize in "DREAM HOUSE" in Techclone '11
- First Prize in "CAD (Civil Application Design)" in Techclone '12

2010

Anand Public Senior Secondary School

Kapurthala

Major: PCM

CERTIFICATIONS

Certifications:

- Lean Sigma Black Belt
- Agile Project Management
- Scrum Management
- Financial Modeling and Forecasting Financial Statements,
- Change Management Foundations
- Construction Management Planning & Scheduling

HOBBIES & INTERESTS

- Gymming
- Health & Fitness
- Music
- Arcade Gaming