

SUNIL DUTT

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Dear Sir/Madam,

I am Sunil Dutt from Dubai UAE, and I am currently seeking a full-time job in one of the reputed Company I am quite flexible in the work I do. I am able to take on multiple tasks fairly easily and am able to learn new skills quickly and effectively. I consider myself a smart worker, and highly organized, capable of taking on the tasks listed in your ad. I think I would be a great addition to your team and believe that I could learn a lot as well. I have attached a copy of my resume so you may see my qualifications, Experience and work responsibilities for yourself. I am waiting for a chance to prove that I can be a great addition to your team, Thank you for your time. I look forward to hearing back positive result from you.

I hereby declare the above statement is true and correct.

Warm Regards

Sunil Dutt



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Objective

A result oriented Interior Fit-out/Construction (Retail/Commercial/Office/Restaurant), Finishing & MEP professional with 10 years' experience in Project Management, Planning, Maintenance, Installation, and Commissioning of equipment and Team Management in MEP, Electrical & Interior Fit-out domain. Wellversed in Vendor Management, Contract Management, Work Order, BOQ, Payment schedule, Fixture/Fit-out Execution & Post project Maintenance.

Experience

19/12/2021 - Till
Now

Emaar Properties

Civil Engineer

Responsible for entire portfolio of the projects where in develops and execute project specific and client driven goals, schedules, budgets, strategy and detailed assumptions on large and small-scale interior project across the vertical.

Coordinates and supervises the important activities of projects, anticipate risks and provide solutions / mitigation to project teams & to the client.

Sets priorities for the team to ensure task completion; coordinates work activities and provide strategic oversight on Civil Interior projects.

Point of contact for any vendor performance issue and any billing issue.

Track the project leads/manager/associates to ensure project close-outs happen on time.

Own risk identification, management and reporting to client.

Implements all snagging procedures and adheres to timelines. Complies with the statutory requirements for building laws.

Ensures timely completion of projects as per the project schedule.

18/02/2013 -
25/10/2019

UltraTech Cement Limited

Site Engineer

I am solely responsible for the Planning, Execution & Coordination of all interior fit-out & MEP activities (Mechanical, Electrical, Data-Voice & HVAC) for UBS Store.

I have delivered more than 300 stores, 1.0 Lakh Sq.Ft. Retails area & 15 Cr of billing is done till now.

Responsible for project management of the interior fit-outs for all UBS store / Kiosks projects. Share project progress updates and tracker at regular intervals to all the relevant stakeholders.

Responsible for entire portfolio of the projects where in develops and execute project specific and client driven goals, schedules, budgets, strategy and detailed assumptions on large and small-scale interior project across the vertical.

Coordinates and supervises the important activities of projects, anticipate risks and provide solutions / mitigation to project teams & to the client.

Sets priorities for the team to ensure task completion; coordinates work activities and provide strategic oversight on Civil Interior projects.

Point of contact for any vendor performance issue and any billing issue.

Track the project leads/manager/associates to ensure project close-outs happen on time.

Own risk identification, management and reporting to client.

Making standards, process, and communications, reporting to all stakeholder and project team.

Demonstrate knowledge transfer from lessons learnt amongst the core and site team members to improve service delivery. SPOC for client. Provide superior client service.

Ample knowledge of both Cost base solution & Value base solution throughout the interior domain.

Do regular visit of vendor's factory for quality control.

Monitoring the project schedule and Making the CPM / Pert chart, its update and weekly analysis with stakeholders.

Prepare the Estimated Budget required for Project.

Making the costing of the items required in the store.

Preparing the Minutes of Meeting. Co-ordinate with Architect and 3rd party contractor to meet the project delivery target.

Co-ordinate with the designing team to prepare the layout plan and working drawing set.

Making the Handover sheet and check with physical delivered items.

Check the vendor invoices and make the internal documentation for payment.

Take the follow-up for PO approval and payment with the accounts team.

Doing items costing, sampling, and suggestion for required changes in the original items as per available space at the site.

18/07/2011 -
17/02/2013

Lite Bite Foods Pvt Ltd.

Site Engineer

To deliver end to end project execution of all new restaurants in PAN India. Responsible for the Site Selection, Planning, Designing, execution & coordination of interior fit-out/Finishing & MEP activities (Mechanical, Electrical, Data/Voice, Plumbing, HVAC and Fire Fighting work), Internal Branding, Post-handover maintenance.

To look after all the activity related to Interior/Finishing & MEP/Services at the site.

To ensure that all MEP activity must be executed as per the site drawing.

To check the MEP, HVAC, Fire-fighting equipment's are installed and working properly. Issuing Light Fixtures, Sanitary fixtures, and other equipment to the contractors from store.

Coordination with architect, client & subcontractors.

To check the measurement of contractors and verify it.

Schedule and monitor the actual Vs. Forecasted progress at the site.

Oversee all activity as per PERT chart and report it to concern authorities.

I was handling six different teams at the same time i.e. Interior, Civil, Electrical, Plumbing, HVAC, Furniture & Fixtures & Entire consultants' team.

One-point contact among Architects, Consultants & contractors.

To ensure and verify the quality of material used at the site at every phase.

To check the raw site/premises, taking measurements, and its technical feasibility for new restaurant.

To get developed the layout and design aspects of the new restaurant from the both internal & external design team.

To issue and verify the Civil, Mechanical, HVAC, Plumbing, Electrical & GFC drawings. Generate BOQs as per defined norms.

Obtaining approvals from regulatory (Senior Management) for the final layout.

Maintenance of LT Electrical system, HVAC System, Fire Fighting system, Servo, UPS & Batteries, Gen-set, CCTV and entire interior civil elements after the handover and existing all operational restaurants.

Solely handled Interior & MEP Projects of 100 Sqft. to 5000 Sqft. having a cost of 15 Lakh to 10.25 Crore.

Executing the Work as per quality and safety norms within time.

Execute documentation flow as per chart provided. Issue working drawing and coordinate change management.

Have a good knowledge of finishing works including Partitions, Paneling, Ceiling, Flooring, Carpentry, Joinery, Plastering, Painting, different types of flooring and tiling, Plumbing, False ceiling, ACP and Glass glazing, etc.

I also possess the knowledge of the material used for the same under own supervision including bill preparation, Estimation, working out raw material and reconciliation of the same, PERT-chart bar chart preparation, planning, and monitoring the same.

To map the actual expenditure Vs the budgeted one for all the projects and investigate on the cost overrun/saving to improve the cost performance.

Ensure all technical aspects/specification of the projects are strictly followed and in aligned with conditions of the contract, specification, general specifications, contract drawings & its BOQ.

To coordinate with the marketing team, purchase team, IT team as well as an operational team from starts to finish for each departmental aspect.

Testing of each & every equipments related to the project in presence of contractor &

subcontractors and handing over to operational team. Doing snagging and De-Snagging after the handover of the project to the operational team.

25/10/2009 -
17/07/2011

Ramky Infrastructure Limited.

Site Engineer

Make necessary daily, weekly, monthly schedules. Maintain all attendance details of all workmen.

Discuss all technical details with PMC/architects.

Coordinate all agencies at site and manage smooth flow of work.

Maintain daily, weekly, monthly progress reports and submit to head office.

Send all material indents, equipment requirement, and labour requirement as per schedule to head office.

Lead and direct safety teams in managing safety rules at site.

Ensures that all electrical civil and structural requirements .

Ensures that all projects planning and execution.

Implements all standards systems and processes at the project level.

Executes installation of all AHU Chillers Ventilators Exhaust. Implements TQM practices.

Implements all snagging procedures and adheres to timelines. Complies with the statutory requirements for building laws.

Ensures timely completion of projects as per the project schedule.

Co-ordinates with developers and site team for the completion of developers scope of work.

Ensures that all project cost are within the budget guideline through rigorous monitoring.

Education

2013

Manav Bharti University

BTech Civil Engineering

A

2009

Rajasthan University

Diploma Civil Engineer

A

Skills

Interior Fit Out

Problem Solving

Team Building

Decision Making

Auto CAD

Planning

Finishing

Cost Management

Quality Management

Vendor Management

Safety

Contract Administration

Project Execution

Organisational Activities

Projects

UltraTech Building Solution Retail Stores

I have delivered more than 300 stores, 1.0 Lakh Sq.Ft. Retails area & 15 Cr of billing has completed.

More Than 15 Restaurants and 5 Base Kitchens completed accross India

Fresco (Italian Restaurant, Pune)

Asia 7 (Chinese Restaurant, Pune)

Zambar (South Indian Restaurant, Pune)

Baker Street (KSR Restaurant, Pune)

Pollo Campero (Restaurant, Pune)

Lite Bite Commissary (Base Kitchen, Delhi)

Construction Projects Overview

Hindustan Zink Ltd (Chitorgarh, Rajasthan)

Delhi Transco Power Limited (Mundka, Delhi)

Indian Airforce Housing Society (Gandhi Nagar, Gujrat)

Reference

Arjun Singh - "J K Cement Limited"

Business Development Manager

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