

Sooraj. Rajendran

(Planning Engineer / Facility Engineer - Civil)

Dubai, UAE



+971556867054



soorajengg@gmail.com



www.linkedin.com/in/sooraj-rajendran-1552769a



Aim: To pursue a carrier in the field of Construction Project Planning along with a progressive organization that gives scope to enhance my knowledge, skills and to reach the pinnacle in the field of Construction Project Management with sheer determination, dedication, and hard work.

Career Snapshot

- A competent professional with overall 10 years of project execution experience in the field of Construction.
- Five years of UAE working experience in the field of Project Planning & Facility Engineer.
- Valuations, Claims, Contract Administration, Project Management.
- Cost Planning, Cost Estimate, Cost Value Reconciliation, Monthly Finance Report
- Material Reconciliation, Variations, Procurement.
- Knowledge material information, teamwork, time management, attention to details
- Experience in civil/structural quantity surveying & execution.
- Knowledge of budgeting & finance monitoring of projects.
- Draughting, surveying, calculation, analysis, and measurement knowledge
- Identifying resource efficiency & cost savings.
- In-depth knowledge with hands-on experience in leading software products like Primavera P6
- Experience in producing & amending drawings using CAD software.
- Effective optimum utilization of all plant utilities & energy conservation.
- Expertise in managing resource materials and workforce planning.
- Able to do multi-task works and independently manage multiple projects simultaneously.
- Possess troubleshooting skills, interpersonal & team-building skills with proven ability in establishing procedures and managing.

Education

- Certificate Diploma in Quantity Surveying from the Institute of Quantity Surveyors in 2014.
- International MBA in Operation Management from Ulyanovsk State University in 2013.
- Diploma in Civil Engineering from Tamilnadu Govt. Technical Education Board in 2010.

Technical Knowledge/Skills

- **Primavera P6 from Zabeel International, Dubai, UAE** (Extensive Primavera software knowledge and expertise to a perfect fit for an organization, also specializes in setting up various integrations)
- PlanSwift
- MS-Project
- MS-Office
- CAFM system (Maximo)
- AutoCAD
- Archi CAD
- Micro station (2D)

Employment Details

Jul'2018 – Aug'2020: Infracare Facility Management, Dubai, UAE as Facility Engineer

Scope handled - Special Capex Projects /season work & Operational maintenance in GEMS Education, few private schools and commercial business units across UAE.

Consultant: NEB, MEECON (Special projects)

Key Result Areas

- Reviews the drawings and designs for new projects and proposes changes as required, along with appropriate comments/justification.
- Carries out acceptance inspection work related to the preliminary & final handing over of various civil projects.
- Verifies Subcontractors' invoices and endorses them to authorized personnel for approval.
- Prepare & submit regular reports such as progress/status reports/briefs on various sites to provide required management information.
- Liaises with the concerned departments on the comments/approval/modification of drawings/design; follows-up with & supports to ensure that the design, specifications, and scope of work cover the requirements.
- Follows up on the rectification of snags and identifies issues that need to be rectified during the maintenance period. Liaises with in-house team & subcontractors on snag rectification.
- Reviews all civil as-built drawings, guarantees, warranties, maintenance schedules, supplier details, etc. for new projects. Prepares, updates, and maintains the database and generates reports to superiors.
- Verifying the onsite work being carried out by the subcontractor, giving inputs to solve the issue in a satisfactory manner
- Prioritizes and plans tasks well and complete tasks within set deadlines
- Prepares condition survey reports on assets as and when required by the management
- Coordinates with stores and all subcontractors for the delivery and completion of all the works
- Manages insurance claims process on accidental damages to property
- Support any after-hours building needs and activities as required
- Comply with guidelines and regulations including permits, safety, etc. and deliver technical files and other technical documentation as required

Feb'2016 - Jul'2018: Chicago Maintenance & Construction, Dubai, UAE as Planning Engineer

Client: GEMS Education

Consultant: NEB, MEECON, CPG, PRIME Engineering & Griffin

Scope of work: Construction of G+3 school building 6nos in Al Barsha (3), Sports city (2), Al Reem (1)

Project Cost: 550 million (AED)

Key Result Areas

- Developing the tender programme & finalizing the milestones for major activity.
- Assisting QS to finalize prelims labor & costing during bidding for the project.
- Preparation of detailed baseline programme, S – curve, procurement tracker & document Status.
- Review and approval of subcontractors' programme with respect to the master programme
- Preparing Cash-flow and Manpower histogram based on agreed BOQ quantity and project duration.
- Preparing the procurement trackers for activities like pre-cast structures, aluminum windows, façade, MEP long lead items, and others.
- Monitoring the procurement trackers & emphasizing the need for accelerating the procurement.
- Resource reallocation in case of change in critical path activities.
- Prepare executive reports & escalating the critical issues to the management.

- Organizing weekly meetings with the contractor & setting target dates & timelines.
- Initiating & preparing a Notice of Delay (NOD) report when there are constraints for the activity to complete
- Ensuring timekeeper to prepare daily operative allocation report, same will be used for determining the productivity of each trades, If there is any deviation from the planned productivity highlighting to Project Manager & forwarding to the cost control department for preparing CVR report.
- Finalizing EOT from analyzing NOD's and assisting QS in concluding the cost.
- Preparing monthly manpower projection for Procurement department to hire operatives
- Preparation of the Look ahead Schedule that effectively drives and controls the Project
- Preparation of Accelerated programme & preparing substantial documents
- Preparation of the Project Construction Reports weekly & monthly, which includes measuring the progress performed and compare the Baseline Plan Vs. Actual Progress to analyze the delay.

June'2014 – Feb'2015: Centre for Construction Management, Kerala, INDIA as Quantity Surveyor

Client: Arab Companies

Scope of work: Project Management on GCC Plans - Remote based

Key Result Areas

- Preparation of measurement sheet and assists in Taking off the quantity
- BOQ Preparation for tenders
- Prepare Reinforcement schedule for estimating
- Assisting to track the delivery of contract documents
- Identifying the un-spelled items in the original BOQ and preparation of the extra work claims.
- Prepares comparative statements for quotations from Suppliers and Subcontractors
- Preparing estimation sheets, Quotation, invoices
- Final Bill Preparations

April'2012 - June'2014: Mosmetro India Pvt Ltd & Gammon India Ltd, Chennai, INDIA as Planning Engineer

Client: Chennai Metro Rail Project (CMRL)

Consultant: Embye/AECOM (General Consultant)

Scope of work: Design and Construction of 20kms of TBM works and associated station works which includes precast tunnel segment casting & erection.

Project Cost: 1900 Crores (INR)

Key Result Areas

- Preparation of detailed schedule, monitoring, S- curve, Resource Analysis, Material & document Status.
- Preparation & Implementation of the Progress Measurement System & Schedule Levels
- Responsible for attending all the queries and clarification from the client regarding the Planning/scheduling.
- Preparation of the Look ahead Schedule that effectively drives and controls the Project
- Identify the Procurement & Construction Activities, Manpower, Tools, machinery & Equipment requirement of each work.
- Managing the Work Breakdown Structure for the wells by ensuring proper cost coding and reporting.
- Updating programme weekly and compare the Baseline Plan Vs. Actual Progress to analyze the delay.
- Monitoring and update the day-to-day site activities, manpower, Equipment's Utilization and Construction activities.
- Finalizing the Documents formats and Billing Procedure with the client Project Control Team

March'2011 - April'2012: Gammon India Ltd, Davangere, INDIA as Site Engineer

Client: National Highways Authority of India (NHAI)

Consultant: InterContinental Technocrafts Pvt Ltd

Scope of work: Rehabilitation and upgradation of (Bangalore - Pune highway) NH4 of 70kms which includes- 1 toll plaza, 2 flyovers with ROB, service road, few culverts and causeway and other associated works.

Project Cost: 210 million (INR)

Key Result Areas

- Involved in all site activities, Inspections, and technical issues during project execution
- Preparing method statement and BBS as per approved drawing and its approval
- Casting of I-Girders (RCC & Psc Girders) and grouting of Psc cable ducts
- Launching of Girders, Side shifting and proper placing in bearing pedestals
- Construction of Retaining Walls and RE Panels
- Construction of Causeway and Pipe Culvert
- Construction of Friction Slab, Capping Beam, and Crash Barrier
- Maintaining good communication & relationship with the consultant.
- Daily Progress report to Site In-charge.

Professional Trainings & Certifications

- Project Management Professional
- Lift Operations and handling in the Construction field
- Parts of Cranes and its operation
- Risk Evaluation based on Probability & Severity Analysis, Tools and techniques to minimize the risk
- Fall Protection in Construction
- Resource Management Course via P6 Level 8
- FIDIC 2017 Modification Seminar/ Workshop
- CAFM Maximo Training Phase 2 & 3 (Integrating to all departments)

Personal Details

Date of Birth:	22 nd October 1988
Languages Known:	English, Malayalam, Tamil, and Hindi
Nationality:	India
Marital Status:	Married
Passport Number:	U0807222
Visa Status:	Dubai – Visit Visa, valid till 4 th April 2022
Driving License, No:	63616145 (UAE)
Covid-19 Status:	Fully Vaccinated

Declaration

I hereby declare that all the above information is true to the best of my knowledge and belief, and I assure you of my confidence that if given an opportunity, I will prove to be an asset to your esteemed organization.

Yours sincerely
SOORAJ RAJENDRAN