



## Sanjay Upadhyay

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### WORK EXPERIENCE

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#### Associate Construction Management Engineer

**United Nations Office of Project Services ( UNOPS )** [ 17/10/2019 – 30/10/2021 ]

City: Sindhuli

Support the District Engineer in overall construction activities, daily site quality assurance activities when supervising the contractor for construction of these three schools in various remote locations in Sindhuli district. This included managing these three junior field supervisors in ensuring and maintaining quality work, construction materials and HSSE on worksite.

Responsible for recording and reporting progress through visual checks, a UNOPS digital field monitoring phone application and meetings with contractors, school management personals and the locals.

Support to Project Coordinator in stakeholder Management: by assisting him to maintain working environment with neighbours, providing the site visitors with proper site information, if any comment given by the visitor immediately report to Project Coordinator.

Delivery and Performance: implementing approved work package set by Project Manager, assisting to insure proper construction management, planning, informing if there is any deviations as per planned, maintaining daily weekly progress reports as required by UNOPS standard procedure.

#### Associate District Engineer

**United Nations Office of Project Services(UNOPS)** [ 18/06/2018 – 31/03/2019 ]

City: Sindhupalchok

Country: Nepal

Support in construction Management: check setting out works by contractor's staff and reporting any inconsistency to the Project Coordinator.

Quality controlling and submitting reports, inspecting and monitoring the construction works. Supervising the works as per drawing and technical specification on day to day basis.

Monitoring and reporting Site Safety issues, and environment impacts, collecting photographs, assisting the Project Coordinator to keep site records relating to laborers, materials and equipment and tools at site.

Support to Project Coordinator in stakeholder Management: by assisting him to maintain working environment with neighbors, providing the site visitors with proper site information, if any comment given by the visitor immediately report to Project Coordinator.

Delivery and Performance: implementing approved work package set by Project Manager, assisting to insure proper construction management, planning, informing if there is any deviations as per planned, maintaining daily weekly progress reports as required by UNOPS standard procedure.

Assisting the Project Coordinator in maintaining project documents and in hiring of other project technical staff.

**Design Cell Pvt. Ltd.** [ 09/07/2017 – 13/04/2018 ]

City: Kathmandu

Country: Nepal

- Ensure that works done by the contractors are of high standard.
- Coordination of work between various parties involved at the site including the Client's representative.
- Follow Site Supervision Manual and ensure that the work at site is done as per manual.
- Site Supervision Manual includes:- daily site report, work scheduled for the day, work completed ,daily inspection, client / contractor correspondence, weekly / monthly site meetings, preparation of weekly / monthly progress report which will be reviewed in site meetings, delay of work as per schedule with reasons
- Conducting site inspection to monitor the work progress and ensuring that the qualities are maintained as per specifications.
- Ensuring and checking all materials used and work performed as per specification.
- Coordinate with client and subcontractors to ensure smooth execution of work.
- Maintaining project schedule by monitoring project progress, coordinating activities and resolving problems.

### **Finishing Engineer (PM-1)**

**Civil Estates Pvt. Ltd** [ 22/08/2016 – 09/07/2017 ]

City: Kathmandu

Country: Nepal

- Monitoring all finishing works as per specification and drawings.
- Confirming product performance by designing and conducting tests.
- Reviewing progress report and align it with man hour.
- Delivering project to required quality time line and budget.
- Highlight delays, risks and other factors which effect the company reputation and financially loss.
- Ensuring and checking all materials used and work performed as per specification.
- Monitoring the work in progress along with quality and safety measures.
- Liaising with client representative, subcontractor, engineers, supervisors including attending regular meetings to keep them informed with the progress.
- Maintaining project schedule by monitoring project progress, coordinating activities and resolving problems.
- Strictly monitoring and checking all Interior finishing works which includes plaster, paint, laminate flooring, IPS, wall paper, false ceiling, Shera Board partitions, water proofing, tiles, bathroom fittings, doors, windows, and furniture layouts all complete.
- Monitoring the progress of project along with quality and manpower performance index.

### **Installation Manager**

**Can Build** [ 12/07/2016 – 17/08/2016 ]

City: Hanoi

Country: Vietnam

Involved as Installation Manager for erecting heavy weight Glass fibre reinforce concrete panels( GRC ) weighing 12 tons at ground floor for muck up area only .

## Consultant Finishing

**Larsen and Toubro Construction, Building and Factories** [ 01/02/2012 – 10/10/2014 ]

City: Mumbai and Pune

Country: India

Responsibilities for Chatrapati Shivaji International Airport (T2), Mumbai, India

- Execution in charge for Glass Fiber Reinforced Gypsum (GRG )ceiling (45,000 sqm) in departure area with 29 nos. of Mega column claddings, 36 nos. of GRG domes in immigration area along with 32 nos. of GRG Sky Light suspended with multilayer ceiling built with Metal and GRG petals in retail area (16,000 sqm).
- . Installation of Powder coated metal ceiling panels in all Flight Linked Bridges (FLB) and all corridor/ passage area in South West Pier (SWP).
- . Coordinate with QA / QC for approval of all GRG panels and other fixing materials.
- . Ensuring the works are performed in accordance with contract documents.
- . Coordinate with all the interface, MEP and other vendors to complete the project in time.
- . Guide and motivate all the team workers to complete the job in time with superior quality.
- . Monitoring all finishing works as per specification and shop drawings.
- . Coordinate with surveyor to give perfect lines and levels as per the coordinates given in the drawing.
- . Assigning task to the site staff and subcontractor to execute the work as per shop drawings, specification and engineering standard.
- . Coordinate with client, consultants and subcontractors to ensure smooth execution of work.
- . Conducting site inspection to monitor the work progress and ensuring that the qualities are maintained as per specifications.
- . Preparing daily site report.

Responsibilities for I Gate Global Solutions Ltd. I.T. Park, Pune, India.

- Planning and organizing the execution of work.
- . Monitoring all finishing works as per specification.
- . Coordinating with MEP engineer for all sanitary works, piping works for water supply works, waste water, rain water and sewerage system, drainage system all around the compound.
- . Coordinate with client, consultants and subcontractors to ensure smooth execution of work.
- . Coordinate with the surveyor to get the lines & levels.
- . Implementing innovative strategies for getting maximum output from engineers, site staff mechanics and equipment with the help of sub-contractors / suppliers.
- . Coordinate with client for checking and approval of work.
- . Conducting site inspection to monitor the work progress and ensuring that the qualities are maintained as per specifications.
- .Interior dry wall partition and POP works with finishing and painting all complete.
- . False flooring and Mineral fibre board ceiling, carpet flooring, wooden / vinyl flooring along with graphics paintings / wall paper all complete.
- . Interior fit out works for office block including Pre- engineered Work Station.
- . Interior works having Gyproc false ceiling, metal ceiling panels, calcium silicate, Armstrong ceiling system with mineral board ceiling panels along with Fiber lined acoustic panels all complete.

## **Quality Control/Site Engineer**

**Soil Test Pvt. Ltd** [ 06/01/2010 – 15/09/2010 ]

City: Kathmandu

Country: Nepal

- Inspecting of all structural & architectural works.
- . Cross checking of all the construction materials before installation and verifying if it matches with the norms specified.
- . Ensuring the construction work are preformed in accordance with contract documents, project specifications and required quality.
- . Monitoring the work in progress along with quality and safety measures.
- . Guide and motivate the team of technicians to complete the job in time with superior quality.
- . Coordinate with client for checking and approval of works.
- . Conducting site inspection to monitor the work progress and ensuring that the qualities are maintained as per specifications.
- . Checking the quality of work done as per approved drawings.
- . Checking the shop drawings as per contract document.
- . Plan and organize all construction activities with the help of the subcontractor.
- . Prepare and submit all lab reports to the client for approval which includes: -mix design, compaction test, hammer test, slump test etc.
- . Carry out construction administration and safety related work.

## **Deputy Project Manager**

**Himalayan Builders and Engineers Pvt. Ltd.** [ 10/11/2008 – 30/06/2009 ]

City: Bangkok

Country: Thailand

- Ensuring that all the work carried out is safe and listening to the occupants their concerns and relaying them to the Embassy staff.
- Coordinate with client, consultants and subcontractors to ensure smooth execution of work.
- . Planning and organizing the execution of work.
- . Conducting weekly safety meetings with the workers.
- . Plan and organize all construction activities for next 30 days.
- . Checking the shop drawings as per contract document.
- . Monitoring the schedule specification as per Overseas Building Operation (OBO).
- . Carry out construction administration and safety related work as per OBO norms and standards.
- . Guide and motivate all the workers to complete the job in time with superior quality.
- . Constant communication and site meetings with project consultant and client.
- . Monitoring the progress of project along with quality and safety measures
- . Inspecting of all structural & architectural works.
- . Follow up for materials with logistic dept.
- . Monitoring the progress of project along with quality and manpower performance index.
- . Preparing agenda and meeting minutes and conducting them on weekly basis.
- . Preparing 2 weeks look ahead construction schedule in consultation with the subcontractors.
- . Verify and recommend subcontractor progress payment.
- . Preparing daily, weekly and monthly progress report along with progress photographs.
- . Prepare and submit all lab reports to the consultant in daily basis.
- . Assessing and submitting running bills to the client.
- . Prepare the claims for extra variation works and items.
- . Verifying the weekly site requirement based on requisitions submitted by site engineer.

## **Site Engineer**

***Korea International Cooperation Agency*** [ 19/09/2007 – 08/11/2008 ]

City: Bhaktapur

Country: Nepal

Responsibilities / accomplishment:-

- Planning and organizing the execution of work as per schedule.
- . Ensuring the construction work are preformed in accordance with contract documents, project specifications and required quality and time frame.
- . Safety awareness training to the workers.
- . Approval of works done by the subcontractors.
- .Monitoring all the piping and sanitary works, drainage work, waste water, rainwater and sewerage piping works.
- . Coordinate with client, consultants and subcontractors to ensure smooth execution of work.
- . Guide and motivate all workers to complete the job within the schedule given.
- . Monitoring the progress of project along with quality and safety measures.
- . Inspecting of all structural & architectural works carried out by the subcontractor.
- . Conducting site inspection to monitor the work progress and ensuring that the qualities are maintained as per specifications and norms.
- . Preparing agenda and meeting minutes and conducting them with client and consultant.

## **Caddell Construction Civil Engineer**

***Caddell International USA in joint venture with Enka consortium Turkey*** [ 28/10/2005 – 23/08/2007 ]

City: Kathmandu

Country: Nepal

Responsibilities / accomplishment:-

- Monitoring all the piping system for waste water, rainwater, waste water sewerage system and the waste water treatment plant.
- .Monitoring all the piping works for electrical conducting works.
- .Monitoring all the interior finishing works : - gypsum wall partition, false ceiling, metal ceiling panels and Armstrong ceiling system along with carpet all complete.
- . Monitoring the Interior fit out works for office block including Pre- engineered Work Station.
- . Monitoring all security systems including fencing, alarms, cameras, locking devices and testing inside and outside the site territory of NEC .
- . Coordinate with client, consultants and subcontractors to ensure smooth execution of work.
- . Fully in charge for all landscaping, excavation works for all mechanical, electrical, plumbing, sanitary works including installation of sediment basin, all utilities, both permanent and temporary.
- . Monitoring all the sanitary piping works, waste-water works, rainwater works, waste water treatment works and the drainage piping system of the project.
- . Dispatch and management of various manpower trades.
- . Monitoring the schedule specification as per Overseas Building Operation (OBO).
- . Carry out construction administration and safety related work as per OBO norms and standards.
- .Coordination of workers with the requirements of OBO of the U.S. Government.
- . Guide and motivate all the team workers to complete the job in time limit.
- . Checking the shop drawings as per contract document.

## Civil engineer

**Arabesque GRC** [ 06/12/1995 – 28/04/2005 ]

City: Doha

Country: Qatar

Responsibilities / accomplishment:-

- Maintaining all documents as per **ISO 9000 : 94** Quality Management System.
- . Planning and organizing the execution of work and site activities. Ensuring the Installation/Construction work are preformed in accordance with contract documents, project specifications and required quality.
- . Assigning task to the site staff and subcontractor to execute the work as per shop drawings, specification and engineering standard.
- . Insuring that all the works carried out at site follows the ISO standard and norms.
- . Cross checking of all the GRC, GRG panels and fixing materials before and after installation to verify if it matches with the norms specified in contract documents.
- . Guide and motivate all the team workers to complete the job in time with superior quality and safety.
- . Preparing 2 weeks look ahead construction schedule.
- . Prepare daily, weekly and monthly progress report.
- . Preparing agenda and meeting minutes and conducting them in presence of client and consultant .
- . Verifying the weekly site requirement based on requisitions submitted by the site engineer.

Involved Projects:

- a. 1996 involved in Gypsum works for Al Wajba Palace from installations to approval stage with the consultant. Involved in variation works, mobilization of work force, material with quality of work.
- b. Involved as project in charge for Qatar Foundation Junior School under main contractor MIDmac for installation of all GRC works from installation to approval stage.
- c. Involved in Sand Finish GRC works for Foreign Minister's Private Villa at Al Wajba under main Contractor Midmac.
- d. Totally involved in two schools (Girls & Boys) for mobilizing people, materials & installation of all GRG works under heavy safety regulations for Qatar Gas, Dhukan.
- e. Supervision of main gates GRC works for Qatar Gas Dhukan and Qatar Gas Raslaffan.
- f. Supervision of 150 villas with one club house for Al Fardan. Work included supervision, installation approval with consultant, planning, arrangement of materials and manpower.
- g. Supervision of 132 villas for Awqaf Housing Complex at Al Saad under main contractor Q.B.E.C.
- h. Totally involved in installation of GRC works for Al Jazeera Academy.
- i. Involved as Site Engineer for installation of GRC Ceiling, GRC Columns, GRC cornice for Qatar Petroleum Main Office.
- j. Involved in suspending all the concrete panels in steel rope and brackets by means of crane for Qatar Foundation project 9Arts & Science College) under main contractor Midmac.
- k. Totally involved from installation up to approval stage for GRC works under main contractor J & P for installation of GRC works at Salwa Interchange Midmac Roundabout.
- l. Site in charge for the installation of GRC work for Al Wha club at Al Khor community. This club was built for senior staffs at Ras Gas & Qatar Gas where we were Sub Contractor for Al Jabber Engineering Company.

## Civil Engineer

**Cosmos Engineering Services Pvt. Ltd.** [ 13/07/1995 – 18/12/1995 ]

City: Helambu

Country: Nepal

- Involved as team leader for detail survey of road and drainage system for Melamchi – Helambu Road section.

## Civil Engineer

**Wisdom Light Consulting Group** [ 06/01/1995 – 27/05/1995 ]

City: Dhangadi

Country: Nepal

- Involved as a team leader for detail survey works, project identification and estimation of various irrigation projects of Far Western Region of Nepal

## Civil Engineering

**Sand and Stone Construction** [ 06/07/1993 – 20/01/1994 ]

City: Kathmandu

Country: Nepal

Apart from supervision of various civil engineering works was involved in water supply / sanitation and irrigation works in Far western region of Nepal, this include

- water piping system
- waste water collection
- sewerage system
- rainwater collection system
- water supply system for provincial towns
- rural water supply design and supervision

## EDUCATION AND TRAINING

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### Masters in Civil Engineering

**Moscow Institute of Hydro Technical Engineering and Land Reclamation** [ 01/08/1988 – 31/08/1993 ]

Address: Moscow, Russia, 141800 Moscow (Russia)

### ISO 9000 Internal Quality Auditing

**Vincotte Internation UAE** [ 10/05/2001 ]

Address: Oasis Hotel, Doha, Qatar, Doha (Qatar)

### Awareness Seminar of ISO 9000:94

**Arabesque GRC, Qatar** [ 04/09/1999 – 05/09/1999 ]

Address: Arabesque Conference Room, Arabesque GRC, Qatar, Doha (Qatar)

### Civil Construction Principles

**USAID's Nepal Reconstruction Engineering Services (NRES) Project** [ 17/07/2020 – 10/08/2020 ]

## LANGUAGE SKILLS

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Mother tongue(s): **Nepali**

Other language(s):

### Russian

**LISTENING B2 READING B2 WRITING A2**

**SPOKEN PRODUCTION A2 SPOKEN INTERACTION B1**

### English

**LISTENING C2 READING C1 WRITING C1**

**SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1**

### Hindi

**LISTENING C1 READING C1 WRITING B2**

**SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1**

## DIGITAL SKILLS

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Microsoft Word / Microsoft Excel / Gmail / youtube / skype / google / google drive / facebook / whatsapp / microsoft powerpoint / gmail