

**ARUN. MS**

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## **JOB OBJECTIVE**

Seeking assignments in Project Management, Construction Management and Site Management in Construction Industry with an organization of repute

## **PROFILE SUMMARY**

- A result oriented professional with an **experience around 13 years** in Project Execution , Site controlling , Resource Planning and Team Management
- Well versed with the concepts of construction of Industrial and Commercial , plan, estimation, work force management, cost control, Safety, quality control and assurance
- Proven leadership record with ability to create, lead, train, motivate and maintain high performance teams to work under constraints of budget and staff
- Experience in planning, scheduling, monitoring, contract administration and quality and Safety control practices for civil & interior works
- An effective communicator with excellent analytical, interpersonal and people management skills

## **CORE COMPETENCIES**

- Planning, initiating, executing and monitoring projects along time, cost and Safety ,quality including technical (engineering) and techno-commercial coordination with all stakeholders
- Establishing time span of project execution as per Company specifications; listing down the resource needs for projects, after considering the budgetary parameters set
- Supervising all construction activities including providing technical inputs & coordination with site management activities
- Identifying & developing a vendor source for achieving cost effective purchase of material, equipment, accessories & timely delivery so as to minimize project cost and ensuring on time payment to EPCM, Consultant / vendors
- Maintaining excellent relations with statutory authorities for availing mandatory sanctions; coordinating with EPCM/Consultant other discipline engineer, departments & supervisors for daily work progress

## **• CERTIFICATION ACADEMIC DETAILS**

2014 B.Tech. (Civil Engineering) from Bundelkhand University, India. ( Part Time)

2006 Diploma (Civil Engineering) from State Board of Technical Education, Kerala India

## **IT SKILLS**

- AutoCAD 2007, MS Office (Word, Excel and PowerPoint)

## **ORGANISATIONAL EXPERIENCE**

**Oct 19 to till date at Anukar projects pvt ltd, working as Project Manager vishakapatnam**

**Name of project :- Laurus Labs unit 4 & unit 6**

**Responsibilities :-**

Entire Construction site responsibilities for all activity.  
Day to day monitoring of all construction activities.  
Material and manpower arrangement at required time  
Co-ordination with clients for explanations of work done in projects  
Drawing tracking with Architect and Consultant  
Contractors bills certifying work  
Safety and quality assurance  
Client meeting for bill certifications.  
Analyzing daily works activities with staffs.  
Planning for timely completion of work with safety and quality.

**Nov'18 to sept 19 at Large Angle Groups, working as Project Manager Dahej Gujarat**

**Name of Project :- MFL ,ATG Tires, MRF Projects.**

**Responsibilities:**

- Entire Construction site responsibilities for all activity.
- Day to day monitoring of all construction activities.
- Able to establish site specific QA plan on process quality control system.
- Material and manpower arrangement at required time
- Co-ordination with clients for explanations of work done in projects
- Drawing tracking with Architect and Consultant
- Contractors bills certifying work
- Safety and quality assurance
- Client meeting for bill certifications.
- Analyzing daily works activities with staffs.
- Planning for timely completion of work with safety and quality.

**Feb'18 to Oct 2018 at Ravi constructions, working as Project Manager Dahej Gujarat**

**Name of Project: - H2O2 Plant, Cooling Tower @ Meghmani fine chem. Ltd**

**Responsibilities:**

- Entire Construction site responsibilities for all activity.
- Day to day monitoring of all construction activities.
- Able to establish site specific QA plan on process quality control system.
- Material and manpower arrangement at required time
- Co-ordination with clients for explanations of work done in projects
- Drawing tracking with Architect and Consultant
- Contractors bills certifying work
- Safety and quality assurance

**July'16 to Nov'17 at JBT Green Tech Pvt Ltd as Project Manager Trivandrum, Kerala**

**Name of Project:- Various Projects- Industrial & Commercial projects**

**Responsibilities:**

- Manage and coordinate all the works of ETP/STP/WTP/RO

- Day to day Supervision of all construction activities.
- Involving in Site execution, Site Arrangement, Monitoring, BBS Checking, Etc.
- Working with team for explanations of work done in projects
- Review the drawing and raising queries if any changes
- Maintain report of all work for proper execution of the project On a daily basis
- Frequently checking of safety measures & Responsible for safety work atmosphere.

**Feb '16 to July'16 at RK Hospital Bangalore worked as Civil Engineer (Site In charge)**

**Name of Project:- RK Hospital EC-II Project**

**Responsibilities:**

- Manage and coordinate all works of Hospital construction
- Coordinate the work of STP Plant with the vendors of Electrical, Mechanical, Instrumentations
- Day to day Supervision of all construction activities.
- Meetings should be conducted with the subcontractors in weekly basis.
- DPR Preparation and reporting to CEO/MD

**June '15 to Jan'16 at Birla Grasim vilayath worked as Project In charge (STP)**

**Name of Project:- STP Plant (1080 m<sup>3</sup>/day)**

**Responsibilities:**

- Manage and coordinate all works of STP like Electrical/Mechanical/Plumbing/Instrumentation.
- Execution of civil works along with estimation and GFC drawing.
- Erection of Plant equipments on time.
- Commissioned the plant on scheduled time.
- Regular meeting with subcontractors for the work progress.
- Reporting the daily work activities to Project head & Unit Head.
- Commission the plant
- Ensure smooth running of the plant

**Jan '12 to June'15 at Metax Engineering India Pvt Ltd worked as Civil Engineer (Site In charge)**

**Name of Project:- Effluent Treatment Plant (Capacity 36000m<sup>3</sup>/day)in vilayat,Gujarat Aditya Birla Group Vilayat Gujarat**

**Responsibilities:**

- Regular meetings with the client and client representatives to discuss project progress, etc.
- Undertake regular site inspections and chair meetings with contractor to assess, programmed and quality.
- Assisting project management staff with site related works.
- Execution of all construction activities along with Preparation of Estimates, taking measurements, water supply & sewage treatment,
- Undertake snagging inspection on practical completion of the works and manage process to rectify any defects.
- Inspect the works undertaken for compliance with required quality and good workmanship practice.
- Inspect and assess/monitor health and safety on site.
- Preparing work schedules, monitoring the progress, supervision of works. Preparing daily/weekly

progress reports.

- Detailed Study of B.O.Q, Technical Specifications and incorporating the various factors coming out of Contracts.
- Experience in Monitoring with respect to Cost, Resource Deployment, Time Over-runs, Quality Compliance and Manpower Planning to ensure timely execution of Projects.
- Erection of All mechanical equipments like clarifiers, Briquetting machines, Pumps, MCC Panels etc.

#### **April'2007 to Aug'11 at Passavant roediger GmbH – UAE as Civil Site Superintendent**

**Project Title Tanqia Freezone- WWTP Project 16000 m<sup>3</sup>/day**

##### **Responsibilities:**

- Inspecting all the works regarding quality & quantity aspect with respect to technical specification
- Carrying out the verification of Bills & Payment made
- Coordinating with Architects and Structural Consultant and other discipline for site drawings
- Responsible & handling of entire Completion of project.
- The job involves execution of Tank foundations, dyke walls & underground civil works including fire water and oily water lines, manholes, collection tanks, pumping stations etc.

#### **July'06 to March'07 MGS Builders as Civil Engineer**

**Project Title :** Chennai Public School -Poonamallee

##### **Responsibilities:**

- Looked after all types of finishing work like Painting, Plumbing, Tiling, etc.
- Handled accounting for contractors' bill management,
- Client customization works
- Assisting Project Incharge
- Guard Room, Sub-stations, auditorium, Landscaping, Internal & External Drainage work etc.
- Controlled and properly utilized the labour force, materials, etc.
- Checked various different types of finishing items in all respects
- Conducted site supervision, work inspection and coordinated with the labour force for the smooth flow of work

#### **Safety**

- Overall coordination of the disciplines and area under their control with a overall to avoid interface problems
  - Plan and execute the job within his responsibility matrix, maintaining high standard of site housekeeping & minimizing risk due to conflicting activities
  - Coordinate with safety department and carryout joint inspections and audit.
  - List out all construction activities, prepare and review work methods, carryout risk assessments'.
  - Review risk assessment sheets for planning job sequence and resources.
  - Attend contractor's kick-off meeting and reinforce the importance of safety.
- Participate in various audits scheduled by construction safety department

##### **Overall Responsibilities**

- Manage and coordinate all construction and related activities for the project
- Ensure compliance and implementation of all Engineering & Standard procedures, practices and

techniques as outlined in the design basis document and project drawings. Work in close coordination with the design, Architect & engineering teams to achieve Value engineering and Cost optimization

- Lead the development of construction execution plan and contracting strategy, and lead the decision-making with Lead
- To ensure that work is executed at site as per GFC drawings/ approved technical specification and contract conditions. Study GFC drawings and making request for additional information
- Study the Contract documents like Specifications, B.O.Q. and drawings thoroughly and compare with the Tender stage Civil documents and inform if any discrepancy
- Strict checks / checking the setting out of the building layout supervision for execution of Civil & Piling Construction Work.
- To carry out Technical supervision of on-going Civil & Finishing work at all stages.  
To implement and ensure maintenance of quality management systems for Projects  
To check completed projects / building which are ready for possession.
- Formalize all project close-out activities including evaluation, punch list/Formats liquidation, Pre-commissioning & Commissioning , As-built documentation, certification of final bills and contract closures
- Monitoring the site activities time to time. Discuss the contractor for daily plans/resource required and ensure same is being implemented.
- Ensure smooth coordination between all parties; contractor/consultants, architects with regard to work procedures, complaints, and construction problems with the aim to achieve timely completion of the project
- Cross Checking of BBS, BOQ items and Checking EPCM, Contractor and other agency's Bills.
- Auditing of invoices, Workmanship, Quality, safety.

## PERSONAL DETAILS

Date of Birth:	25 <sup>th</sup> May 1986
Address:	Sanjeevani, Thoongampara, Kandala.PO Thiruvananthapuram, Kerala.695512
Marital status	Married
Nationality	Indian
Passport Details	R1129835
Languages Known:	English, Hindi, Tamil and Malayalam.

## Declaration

I do hereby declare that the facts furnished above are true to the best of my knowledge and belief.

**Yours faithfully,**

**Arun Ms**