



SUJEESH V.J.

PROJECT MANAGER

WORK EXPERIENCE

PROJECT MANAGER

Aaddcon Pvt. Ltd. | June 2020 -Present

- Prepare schedule, cash flow statement, resource allocation requirement.
- Prepare and submit monthly/ weekly work schedule.
- Prepare, track and submit weekly/ monthly progress reports.
- Project Bids Management/ Tendering
- Oversee project team members performance and provide regular feedback
- Coordination with consultants, contractors, other suppliers for timely project deliveries
- Managing suppliers & subcontractors performance in terms of quality, cost, delivery, and responsiveness.
- Studying BOQs and understanding the conditions of the site.
- Responsible for managing projects from start to completion.
- Cost estimation for project activities, reviewing quotations, managing manpower allocations, and scheduling.

PROJECT MANAGER

Aaddcon Pvt. Ltd. | Feb 2019 - July 2019

- Bid preparation for new projects as per company markup percentage.
- Identify project objectives as well as manage project in all aspects, like estimation, scope, risk, schedule, budget, quality, communication, manage project revenue, reporting daily progress of the works etc.
- Maintain quality control procedures.
- Hire contractors and other staff and allocate responsibilities.
- Manage the site delivery team's performance of delegated responsibilities.
- Make safety inspections and ensure the safety of the team and site workers.
- Troubleshoot any issues that may arise at the project site.
- Liaising with clients or the client's representatives to update on progress.
- Keep the site delivery team motivated and focused.

EXECUTIVE SUMMARY

Experienced Project Manager with a demonstrated history of working in the civil engineering industry especially in government building sector. 5 years of experience in managing, supervising and executing multiple projects like construction, interior, acoustics at the same time. Knowledgeable and experienced with site progress along with coordinating official authorities and site inspections as well as consultants. Strong interpersonal skills and software skills. Strong engineering professional with a Masters in Construction Engineering and Management (MTech) & Bachelors focused on Civil Engineering (BTech).

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P.O., Nedumangad, Trivandrum, Kerala,
India-695541

SKILLS AND EXPERTISE

- Strong analytical and interpersonal skills
- Excellent command of written and spoken English
- Ability to work well under pressure and tight deadlines.
- Competence in Primavera P6 Professional
- MS Project
- AUTOCAD 2D&3D
- M.S. Office including Excel, Word, PowerPoint and Outlook
- Autodesk Revit Architecture

CERTIFICATION

- Infrastructure Planning and Management
Jan 2020-Apr 2020
Certification Course(NPTEL)
IIT, Madras
- Introduction to Accounting and Finance for Civil Engineers
Jan 2020-Mar 2020
Certification Course(NPTEL)
IIT, Kanpur
- Project Planning And Control
Jul 2019-Sep 2019
Certification Course(NPTEL)
IIT, Madras
- Principles of Construction Management
Aug 2018-Sep 2018
Certification Course(NPTEL)
IIT, Kanpur

CIVIL PLANNING & BILLING ENGINEER

Aaddcon Pvt. Ltd.| Feb 2017 - Feb 2019

- Develops and maintains manpower estimates and equipment and material delivery requirements.
- Monitors material status reports against construction schedules and reviews them with contracts and construction groups.
- Maintains liaison with the project and the field for schedule revision and update.
- Prepares plans and schedules.
- Frequently interfaces with client, stakeholders and upper-level management.
- Identification extra items/ variation beyond the tender and preparation of rate analysis.
- Re-measurement of the quantity from drawings as per BIS Codes.
- Preparation of Revised estimate, Comparative Statements and LMR analysis.
- Preparation of RA bills.
- Preparation of estimate, BOQ.

SITE ENGINEER

Karma Interior I July 2016 - Jan 2017

- Organizing materials and ensuring sites are safe and clean.
- Preparing cost estimates and ensuring appropriate materials and tools are available.
- Negotiating with suppliers and vendors to ensure the best contracts.
- Drawing up work schedules and communicating any adjustments to team members and clients.
- Preparing cost estimates and ensuring appropriate materials and tools are available.
- Maintaining and reporting daily progress of the works.
- Preparation of drawings in AutoCAD.

EDUCATION

M.E. IN CONSTRUCTION ENGINEERING AND MANAGEMENT

Aug 2019 - May 2021

Sivaji College of Engineering and Technology
Anna University

B.TECH. IN CIVIL ENGINEERING

Aug 2012 - May 2016

Mar Baselios College of Engineering and Technology
Kerala University