



GAURAV KUMAR



GURUGRAM, HARYANA



8077636307



Kumar157gaurav@gmail.com



live:.cid.27ba1175b9d1



## SKILLS

### 1. MANAGEMENT & TECHNICAL



### 2. TEAM PLAYER & LEADERSHIP



### 3. CRITICAL & CREATIVE THINKING



### 4. PROBLEM - SOLVING



### 5. INTERPERSONAL SKILLS



### 6. PASSION FOR LEARNING



### 7. ATTENTION TO DETAIL



### 8. ENTHUSIASM & COMMITMENT



## TRAINING & CERTIFICATIONS

- 1 Month vocational training in the PWD Ghaziabad (U.P)
- 4 week vacation training L&T construction (Gurgaon).
- Scored 3rd position in city level Science Competition VIGAYAN in 2013.

## CURRICULUM VITAE

# GAURAV KUMAR

Civil Engineer | Site Engineer



Building Construction & Infrastructure



<https://www.linkedin.com/in/gaurav-kumar-6b4471150>



## PROFILE • ABOUT ME

Intend to build a career that is challenging and interesting, and lets me work on the leading areas of technology, a job that gives me opportunities to learn, innovate and enhance my skills and strengths with committed & dedicated peoples in conjunction with company goals and objectives. Contribute my skills as core technical, software skills.

## CAREER HIGHLIGHTS

- Dedicated Professional with More than 3 years of experience in Construction Project Management/Planning and Site Management.
- Independently managed all techno-commercial aspects of projects during execution stages, Adhered to Engineering Codes & Standards.
- Efficiently conduct detail study of the Construction GFC drawings, Specifications & BOQ for the execution of the work.
- Team-based management style coupled with exceptional communication skills; possess technical skills on MS Office and AutoCAD.
- Accountable for raising RFIs and inspection requests for getting the approval from the consultants.
- Project planning and execution the project as per the schedule.
- Prepare pour card, checklist formats, Generate NCR, DLR & DPR, Weekly & Monthly progress report to Client.
- Prepare joint measurement record with Contractor Engineer & Check bar bending schedule (BBS) in Measurement Sheets.
- Follow IS Specifications and Oversee the construction activities and follow the safety Norm's at site.
- Maintain Record Drawing, Bill Files, Quality Record, Material Record.
- Ensure timely completion of projects within the set parameters and maintain liaison between main contractor and consultants/clients.
- To perform quality tests at site and Maintaining site QA/QC Records and Submissions.
- Material checks, Supervise and handle the overall responsibility & Coordinate with Project Manager of all construction activities of the project.



## WORK EXPERIENCE

### Project Coordinator

June-2020 to Current

Terrain Infratech Pvt Ltd, Gurugram

- Study of the Construction GFC drawing Specifications
- Project planning and Execution the project as per the schedule.
- Prepare Contracts and negotiate changes to contracts with Clients, Suppliers & subcontractors
- Negotiation of rates & Prepare of Work order of the Subcontractors.
- Prepare construction progress reports from the site to be provided to the Managing Director.
- Collaborate with the construction manager to provide all the safety needs.
- Prepare RA Bills & Tax Invoice to the Client for Release the payments.
- Inspect the construction site to ensure the appropriate level of quality control in all the phases.
- Construction Planning and Control, Construction programming.
- Create and maintain comprehensive project documentation, plans and reports
- Provide the needed documents for all implementations and activities on site.
- Successfully led projects through excellent liaising & coordination skills, project management methodology.
- Participating in client review meeting at Site and sustain healthy relationship with the client and coordinating with Operations.



## AWARDS & HONORS

- Head of an event at college function FRESHERS
- Head of Sports in college Fest (SPANDAN)



## COMPUTER & SOFTWARE

### 1. AUTOCAD



### 2. MS PROJECT



### 3. MS EXCEL, WORD



### 4. POWERPOINT



### 5. WINDOWS 7,8,10



## LANGUAGES

### 1. HINDI



### 2. ENGLISH



## FIELD OF INTERESTS

- Project & Construction Management.
- Planning & Execution of Projects.
- RCC,PCC,IPS Work.
- Finishing work.
- Layout Work.



## PERSONAL INTERESTS

- Playing Cricket, Chess.
- Gaming ,Music , Watching Movie
- Travelling , Reading

## PERSONAL INFORMATION

- Birthday -15.07.1995
- Gender- Male
- Marital Status- Single
- Father Name- Banvari Lal
- Address- Krishna Nagar  
BarolaBye Pass Road Aligarh
- PassportNo.- T9657639

## Civil SITE ENGINEER

Indrajit Maitra Associates

Feb-2018 to May-2020

- Study of the Construction GFC drawing Specifications & Issue to Contractor for the Work.
- Project planning and Execution the project as per the schedule.
- checking technical designs and drawings to ensure that they are followed correctly
- Construction Planning and Control, Construction programming.
- Successfully led projects through excellent liaising & coordination skills, project management methodology
- Prepare pour card, checklist formats, Generate NCR, DLR& DPR, Weekly & Monthly progress report to Client.
- Prepare joint measurement record with Contractor Engineer & Check bar bending schedule (BBS) in Measurement Sheets
- To perform quality tests at site and Maintaining site QA/QC Records and Submissions & follow the safety norm's at site.
- Involve Planning Execution of MEP System Including Fire System & Other Utilities.
- Participating in client review meeting at Site and sustain healthy relationship with the client and coordinating with Operations.

## JUNIOR ENGINEER

Ss Infrazone Pvt Ltd Chitrakoot (U.P)

July-2017 to Jan-2018

- As a Fresher I have developed skills such as Study of Construction Drawings Construction.
- Control & Check the excavation, Layout Program , Site Development, Site Control, Planning.
- Proactive Acceptance of responsibility,Scheduling.
- Work WithCoordination, Teamwork ability Daily Labour Report & Daily Progress Report (DLR & DPR).



## EDUCATION

**Bachelor of Technology(Civil Engineering)** July-2013 to June-2017  
*College - Dr. K. N. Modi Institute of Engineering &Technology*

APJAKTU –71.2 %

Modinagar , Ghaziabad – (U.P)

**10+2**

*College –Indian Public Inter College*

U.P BOARD – 64.2 %

Aligarh- (U.P)

June-2011 to June-2013

**10th**

*College –Indian Public Inter College*

U.P BOARD – 66.16 %

Aligarh- (U.P)

June-2010 to May-2011