Gurmeet

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To,

The Managing Director,

Abu Dhabi, UAE.

**Sub : Application for a position of Senior Project Manager.**

Dear Sir,

I am interested in working with your esteemed organization and firmly believe that , armed with my current experience and knowledge, I can bring a lot of value to you. I am having 25 years of experience in the field of Civil Engineering in India and UAE. I have worked with Contractors, Consultants, Clients and Developers etc. Started as Junior Engineer in 1987 I have achieved a level of Senior Project Manager through continued hard work and honesty.

**Presently I am in Abu Dhabi with 3 years Residence visa valid till April 2016.**

Brief description of my previous experience is given in my CV below. I believe I can contribute positively to your organization and look forward to hear from you.

Thanks & Best Regards,

**CURRICULLUM VITAE**

**Career objective:**  
To pursue career with a progressive and dynamic organization providing a mutually beneficial environment so that to make me efficient and productive.

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| --- | --- | --- |
| Educational Qualification | : | **Graduation** Civil Engineering final year, from IIMT Ahmedabad, INDIA  Diploma in **Civil Engineering** (Passed in 1987 from Chandigarh) |
| Computer Proficiency | : | AutoCAD , MS OFFICE & Internet etc. |

**Experience:**  
I am having an experience of 25 Years in all types of civil construction works viz., Residential, Industrial,Commercial buildings.

**Nature of duties well versed with:**

* Monitoring and coordinating other professional consultants (Architecture, Interior, electrical and Structural).
* Undertake regular site inspections and chair meetings with contractor to assess, programme and quality.
* Issue minutes of meetings and progress reports to project team.
* Manage assistant project management staff and supervise their workload.
* Execution of all construction activities of Building along with Finishing Items, Preparation of Estimates, taking measurements, Contractor’s bill certification and familiarity with external / internal plumbing & sanitary systems, water supply & sewage treatment, Electrical etc.
* Undertake periodic valuations; assess contractor’s financial claims and process payments to contractor through the client’s organization.
* 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.
* Managing staff, financial reporting including annual/monthly budget and expenditure plans.
* Preparing work schedules, monitoring the progress, supervision of works. Preparing daily/weekly progress reports.
* Professional workload includes project managing various office fit outs and refurbishment instructions.

**Experience Details**

**C.Systems LLC, Abu Dhabi**

**(Jan 2013-Present)**

**Post Held : Manager**

My duties with the company is to Manage all day to day company matters regarding Sites or Offices. Timely Submission of invoices, Maintaining relations with clients, Pursuing payments and claims etc.

**Lifestyle Buildcon Pvt. Ltd. (Feb. 2010-Jan 2013)**

**Position Held: Sr. Project Manager**

**SALCON (A venture of Saluja Construction)**

Lifestyle Buildcon was developing two commercial projects in Chandigarh and I was in-charge of both of the projects. I was involved in the project from concept stage, which means I was involved in drawing approval, Estimate preparation, Tendering and negotiations and award of work. My role was to co-ordinate among all the agencies (Architects,consultants,Engineers,suppliers,sub-contractors) involved in the construction of the projects. I was also co-ordinating with Govt. Authorities responsible for various approvals.

**Ansal Buildwell Limited. (June 2008 – Jan 2010)**

**Position Held : Sr. Proj. Manager ( Project – in -charge )**

Ansal Buildwell was setting – up a multistory housing at Jammu & I was In- Charge of the project. I was handling the project independently and was reporting to Sr. V.P. and Managing Director of the company. My involvement in the project was from scratch to finish including estimates preparation, calling tenders, negotiating etc. I was co-ordinating among all the agencies (Architects, consultants, Engineers, suppliers, sub-contractors) involved in the construction of the projects. I was also co-ordinating with Govt. Authorities responsible for various approvals.

**OMAXE LIMITED (Dec. 06 – June 2008)**

**project of Wedding Mall Patiala.**

**Position Held : Project Manager**

The project includes a Hotel, Business towers, Hyper Market, Multi-screen Cineplex, Fine Food areas etc. under one roof. My duties include assessment of sub contractor’s work and certification of the same and inspection all the structure and finishing works which includes layouts, Quality control, Overseeing finishing works etc. & certifying invoices etc.

**Jaipuria Institute of Management Noida.** (**Feb. 2004 - Nov. 2006)**

**Position Held : Project Engineer / Manager.**

JAIPURIA GROUP is Part of Ginni International Limited having a chain of spinning mills in Rajasthan. The group is running a chain of schools and was setting up a business management institute at sector 62 Noida and I was In-charge of the complete construction of this shopping center with my job profile including supervision of civil , electrical, plumbing, air-conditioning works which also includes the quality control and checking of all the bills raised by the contractors. I was also involved in laisioning work with various Govt .deptts. for approvals etc.

**PADMINI TECHNLOGIES LIMITED** Delhi **(May 95 – Jan 2004)**

**Position Held : Engineer-In-Charge (Civil)**

Responsible for construction activities of : CD Plant, PET container Plant, Mineral Water Plant, Office Buildings, Chairman’s Residence, Multimedia Centres etc. Beside construction activities I was also involved in Estimating / Costing, Tendering, Negotiating and Appointing Contractors, Preparing Project progress reports, Reviewing Inspection Reports, Performing observations, Measurement & Documentation of construction Activities, Material Inspection including that of Concrete, Steel and Concrete Structures, Drainage and Landscaping.

I was handling all the concerned agencies like Consultants, Architects, Designers,Authorities and other in-house Deptts. like Equipment Erection, Electrical and air-conditioning people for timely and cost effective completion of project.

**DALAL CONSULTANTS & ENGINEERS** New Delhi **(Oct. 94 – May 95)**

**Position Held : Civil Engineer**

Duties included preparing weekly project reports, performing observation, documentation of construction activities, material inspection including concrete, steel, calculating project quantities, project was the construction of polyester FIBER UNIT, ANNEX BUILDING for Modipon Fiber Company Modi Nagar and Supervision of Construction of Extension of Indonesian Embassy building. I was also responsible for supervision of quality control cell and Measurement Checking and Certifying Bills of the Contractors for payments.

**B.G. SHIRKE GROUP OF COMPANIES** Pune, Maharashtra **(April 91 – April 94)**

**Position Held : Jr.Civil Engineer**

Was overall responsible for a project involving construction of 272 Apartments Multistory Building for Punjab Police Housing Corp. at Ludhiana in the Punjab. Modern Machinery was used to erect the building components i.e. columns, beams & slabs etc. was also involved in layouts of the buildings, maintenance of the machinery (Supplied by B.G. SHIRKE) and was heading the quality control deptt.

**AHUJA KASHYAP (Pvt.) Ltd. & Others, New Delhi (Sept. 87 – March 91)**

**Position Held : Civil Engineer**

Worked as an Assistant to Engineer-in-charge of Construction of FACTORY BUILDING for Smitchcline Beecham at Nabha, Punjab. I was responsible for preparing daily progress report and Sub-contractor’s billing.Worked as Civil Engineer for Nijjer Agro Foods Ltd. at Amritsar for the construction of the Tomato Paste Plant. Duties included Supervision of construction, measurements and certification of invoices.