**ACHYUTA**

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**A proactive, dynamic and skillful execution & planning Professional seeking challenging assignment in project management with a reputed organization which demands high standards of quality and precision in managing the planning issues.**

# SYNOPSIS

* Over **29 years** of cross-cultural experience including 3 years of gulf experience in managing projects right from development to delivery encompassing planning, monitoring and controlling in various phases of project lifecycle.
* Adopt project management tools and techniques to project planning & scheduling using project management tolls like Primavera 3, 6.0 and MS Project 2007 Professional.
* Overall planning and monitoring of resource, cost, material and machinery for various construction projects using project management tools.
* Updating and reviewing of the various projects.
* Preparation of Budgets and preparation of CTC’s at various stages of the project.
* Conducting Review meetings with the key project members periodically.
* Close coordination with project managers, project directors, contractors, architects, consultants & other external agencies and ensuring on time deliverables.
* Competency in developing the best methods for construction activities, and determining the optimal sequence of operations on the construction site
* Responsible for ensuring that construction projects are completed within set deadlines, on budget, and in line with all the relevant safety standards and regulations.
* As the overseer of the development of a project, coordinate activities in a structured manner for a successful outcome.
* To appraise construction, analyzing the logistics, and managing time and to provide immediate solutions to potential problems for efficient execution.
* Mile Stone setting, monitoring and reviewing
* Regulating the communication and cooperation that adheres to safety and other requirements.
* Critical thinking in a systematic fashion, with appropriate responses to both predicted and unexpected problems.
* To estimate labour, equipment and material demands of the project fairly accurately.
* To determine the best ways to move materials, machinery and equipment between locations, and coordinate all the resources in the early stages of a project.
* Generating of MIS reports of all projects
* Building up contract documents during execution of projects to help in claims
* A team player with excellent leadership, analytical and interpersonal communication skills to liaise with personnel at all levels.
* Possess in depthknowledge in planning
* Proficiency in Primavera 3, Primavera 6, MSP & MS Office.

# Areas of Expertise

# Project Management

# Steering diverse initiatives towards accomplishment of organizational goals & vision pertaining to the overall execution of the Projects.

# Managing project operations with a view to ensure timely accomplishment of targets within the scope, time and cost parameters.

# Monitoring project compliance with project management standard policies, procedures and templates through project audits.

# Construction Management

# Controlling and managing the project as per the contract conditions, contract specifications & drawings with zero fatal safety and almost 100% quality.

Liaison with the client for the technical, commercial issues of the project.

Manage all the internal departments for the accomplishment of target schedules.

Arrange and manage resources for the project.

Optimum utilization of resources, cost reduction and timely completion of the project.

Negotiate with subcontractors

**Planning**

Experienced in planning and coordinating upstream developmental construction activities.

Providing site team with the required look-ahead schedule and progress update in order to meet the project schedule and planned progress milestones.

Providing the site team with various daily, weekly and monthly reports along with activity monitoring sheets and progress charts.

Conduct and coordinate progress meetings and coordination meetings along with client, main contractor, consultant, subcontractor and project team.

Highlight various critical issues and deriving solutions in order to resolve it well before it impacts the overall project progress.

Preparation of baseline construction program at the tendering stage and detailing of the same during the project execution stage using project management tools like Primavera and Microsoft Project.

Resource, material procurement, machinery and cost planning as per the scope of work.

**Relationship Management**

Coordinating with various departments of the site for smooth processing and for scheduled targets achievement.

**Commercial & Operations**

Preparation of Budgets & monitoring and CTC preparation.

Reviewing the tender from planning and commercial point of view, negotiating and coordinating with Client, Contractor and Consultant.

Coordinating for the preparation of monthly billing for the project along with reviewing and approving subcontractor bills as per progress of work at site.

Preparing planning documentation, BOQ, review of tenders and preparation of reports to award the contract, coordinating with Client and Contractor.

**CORE COMPETENCIES**

**Project Time Management:-**

Scheduling:- Preparation of master schedules, Preparation of weekly & monthly schedules, preparation of look ahead programmes.

Developing baselines using planning software like Primavera and MS projects.

Updating the actual progress and comparison analysis.

**Project Scope management:-**

Tracking & maintaining the scope changes and its effect on the overall project.

**Resource management:-**

Resource estimation and loading.

Manpower estimation for the project based on the standard productivity.

Monitoring the actual resource availability & analysis using the histograms.

**Project Communications Management**

1. MIS: Preparing progress % calculation systems, earned man-hours, productivity & Trend analysis.  
2. Progress Measurement using S Curves.  
3. Preparation Executive Progress Summary Report / Presentations to the Top Management on Project Status for periodical review.  
4. To interact with PCM & issue project MIS to Client & H.O. on daily; weekly & monthly basis.

**PROFESSIONAL EXPOSURE**

**Nov’ 12 –July 2016 : Sr. DGM – Projects in Lanco Infratech Limited,Hyderabad**

*1.* Project : Construction of Lanco Hills Project Limited

Duration : Nov’ 12 – July’ 16

Client : Lanco Hills Technology Park Private Limited

Role : Overseeing Execution of 2tower (G+19), balance works of 2 residential towers (G+30 & G+25), Podium construction alround the residential towers 3 levels, Club House balance works & 20 no’s Villas construction.

**Aug ’07-Nov’ 12 : DGM – Planning in Lanco Infratech Limited, Hyderabad**

Role : Overseeing planning aspects of 12Nos (G+30) Floors and 2nos (G+19 F) Residential towers, commercial tower, Podium construction alround the residential towers 3 levels,

Club House & 20no’s Villas construction.

Project : Const. of buildings for Rajiv Gandhi University of Knowledge

technologies- Basara,

Duration : Dec’ 09– Dec’13

Client : Andhrapradesh Health & Medical Infrastructure Development

corporation

Role : Overseeing planning aspects of all buildings

Project : Const. of buildings for Rajiv Gandhi Institute of Medical sciences

Ongole.

Duration : 2009– 2012

Client : Andhrapradesh Health & Medical Infrastructure Development

corporation

Role : Overseeing planning aspects of all buildings

Project : Const. of buildings for Rajiv Gandhi Institute of Medical sciences

Srikakulam

Duration : 2009– 2012

Client : Andhrapradesh Health & Medical Infrastructure Development

corporation

Role : Overseeing planning aspects of all buildings

Project : Const. of buildings for Vedic University at Tirupati

Duration : 2010– 2013

Client : TTD

Role : Overseeing planning aspects of all buildings

**Feb’ 05 –Aug’ 07 : Planning Engineer in Wade Adams L.L.C, Dubai**

1. Project : Head Office

Duration : Dec’ 05 – Apr’ 07

Client : Dubai Municipality, DEWA and other customers

Role : Planning and monitoring, resource histograms, cash flow, preparation

of Clause 14 programmes & preparation of weekly & monthly updates of various works like roads, highways & infra Works (Drainage, Sewage, irrigation, electrical & street lighting etc) in UAE.

**Aug’03 – Feb’ 05 : Dy. Manager (Planning) Techni Bharathi Limited , Sanikare**

**Chitradurga Dt.Karnataka**

1. Project : Up gradation of Hiriyur – Bellary Road Works in

Chitradurga and Bellary Districts (0.000Km – 36.000Km)

Duration : Aug’ 03 – Feb’ 05

Client : Karnataka State High Way Improvements Project

Consultant : SMEC International Pty Ltd, L& T main Contractor)

Principal

Contractor : L& T ECC Division

Role : Planning and Budgeting for the Project

Preparation Of mobilization Plan, Work Programme

Preparation of budget for the project considering the work Programme given in the contract documents.

Updating the project head regarding salient features of the contract and FIDIC implementations.

Planning the events for the project according to the milestones fixed by the client.

Planning the monthly events and monitoring the production activities to progress V/s Budget and give feed back to PM/ Mech. Dept and other departments regarding their role in production activities. Identification of extra works, variations, claims and preparation of rate analysis and onward submission to client / HO.

Preparation and submission of Periodical reports FRS and costing reports.

Machinery and material planning for the production activities of the project

Reviewing the progress weekly with site staff and finding out the reasons for shortfall if any.

Giving feed back to the Project Manager regarding progress of work.

Studying the contractual documents giving feed back to PM and to carry out necessary interaction with regard to contractual matters and salient features of the agreement.

Follow up of Bills/Invoices submitted to the clients.

Preparation of Work orders

Sub contractor’s evaluation

**Aug ‘95 – Jul’ 03 : Planning engineer Gayatri Projects Limited, Ongole , AP**

Project :Strengthening and Widening 2/4 laning from Ongole – Chilakaluripet

(291.000Km-358.000Km) (67km)

Project 2 : Strengthening and Widening 2/4 Laning from Chilakaluripet –

Vijayawada (358.000Km-448.000Km) (90km)

Duration : Aug 95 – Jul 03

Client : National highway Authorities of India Limited (NHAI).

Role : Planning the events for the month and monitoring the progress of work

Through the Daily Progress Reports (DPR) obtained from the site

Reviewing the progress with Dy. Project Managers for any short falls in the progress.

Studying the contractual documents giving feed back to PM and to carry out necessary interaction with regard to contractual matters and salient features of the agreement.

Giving feed back to Project Manager regarding the progress of work

Reconciliation of material for each running Bill

Preparation of Cash flow statements

Fortnightly cost analysis

**Sep’93-Aug ’95 : Systems Implementation Engineer in Econ Engineering Pvt Ltd.**

Project :Additional Piling works using Rotary Rigs at Perambur Fly over Chennai

Duration : Sep’93- Aug’ 95

Client : National Building Construction corporation (NBCC)

Role : Coordination between project site and head office

Logistic support to project site

Project Monitoring Running Account Bill Preparation

Setting procedures for various stages of a project

Document Control

Site records, Quality and procedural system

Project correspondence

Client correspondence

**Nov’91- Sep’93 : Asst. Zonal manager (engg), APIIC, Hyderabad, AP.**

Project :Supervision of Construction of Rythu Bazars at various places in

Hyderabad.

Supervision of Construction of Polytechnic Building at Vanastalipuram

Hyderabad.

Duration : Nov’91- Sep’93

Client : Marketing Dept (AP Govt), Higher Education Dept (AP Govt.)

Role : Worked as the Assistant Zonal Manager (Engineering)

APIIC a Govt. undertaking.

APIIC has provided infrastructure facilities for Medical & Health Department of Govt. Of AP by constructing a number of Hospital buildings.

APIIC has also constructed a number of Polytechnic Buildings for the Higher Technical Education Department of AP.

APIIC has constructed a number of Rythu Bazars for the Marketing Department of Govt. of AP.

Job includesSupervision all the civil works in construction of Rhythu bazaars & Supervision of all civil works in const. of Polytechnic buildings

**Apr’87- Nov’91 : Asst. Executive Engineer, AP, Panchayati Raj Dept, VSKP, AP.**

Project :Construction of Buildings, Roads and protected water supply schemes.

Duration : Nov’91- Sep’93

Client : Marketing Dept (AP Govt), Higher Education Dept (AP Govt.)

Role : Served as Assistant Executive Engineer for the Government of AP

(Panchayati Raj department) and involved in various developmental works taken up by the government for the development of rural areas in Andhra Pradesh. The Developmental works includes construction of buildings, roads & Water supply schemes.

**Sep’85- Apr’87 : Site Engineer, Andhra University, VSKP, AP.**

Project :Construction of Buildings, Roads and protected water supply schemes.

Duration : Sep’85- Apr’87

Client : Municipal Corporation, Visakhapatnam, AP

Role : Survey Field Works with Leveling, Theodolite and Compass instruments

in Leveling and contouring

Estimation and Costing, Management of Labour etc

* **ACADEMIC PROFILE**
* Bachelor of Engineering in Civil Engineering in 1984.
* Primavera 3 progamme training from cybertech Dubai
* Primavera 6, 8.3 training from Cadd Center Hyderabad
* PMP training Course from “PM Study”
* “Project Management Training course” from Engineering Staff College of India Hyderabad
* Training on “Site management – Lessons in Construction Excellence” from Construction Industry Development Council Hyderabad

**COMPUTER PROFICIENCY**

* Project Management packages : MSP, P3, P6
* Application Packages : MS Office (MS- Word, Excel, PowerPoint).