**RESUME**

**RAHUL**

**RAHUL.372143@2freemail.com**

**Objective:**

To achieve a challenging position, utilize my present knowledge; increase my abilities to be an asset to both the organization & community. Positive thinking is the biggest asset of my personality. Good communication and presentation skills with good interpersonal and analytical skills help me to stand firmly in all situations.

**Total Years of Experience:**

1. Currently working with **Sony Pictures Networks India Private Limited** as Assistant Commercial Manager & Sr. Project Manager Since Dec 2015.
2. Worked with **Cushman & Wakefield** as Project Manager

From April 2013 till Dec 2015.

1. Worked with **Shapoorji Pallonji & co ltd**. as Project Manager

From November 2009 till Apr 2013.

**Current Location : Mumbai**

**Location Preference : Mumbai & Abroad**

**Education:**

(2) ITI Civil Examination passed in the year 2008 in Hindustan Institute of Technology with 66%.

(1) S.S.L.C. passed in the year 2006 with 56%

**Other Qualification(s)/ Certification(s)/ Programmer(s) Attended Additional Qualifications**

Masters Diploma in Interior Architecture and Designing.

**Technical:**

* Graphics Designing Tools : Adobe Photoshop CS
* Animation Tools : 3D Studio Max
* Drafting Tools : Auto Cad
* MS Office Tools : Excel, Power point, Word, MS Project, Outlook.

**Job Responsibilities: Commercial / Procurement**

1. Being a Sub-Cluster Head, I manage and lead the procurement of both CAPEX & OPEX at PAN India Level for:
2. **Information Technology** : Web, Infrastructure, Liv, SAP, New Media & AMC

: Renewals.

1. **Administration**  : Network department including CCFS, Facilities,

: Management, AMC Renewals, Travel Partner.

1. **Post Production** : Equipment procurement and AMC Renewals.
2. **Human Resource** : Recruitment, Trainings, Health care etc.
3. **Finance**  : Taxation, Third party auditors, Chartered Accounts.
4. **Legal** : Lawyers, Compliance Auditors
5. **IRD & PIRD’s** : Closely work with distribution team on procurement of

 IRD boxes.

1. **Logistics** : Imports & Exports (Globally)
2. **Contracts** : Coordinate between Legal, Business & Vendor for

 closure of contracts

1. Handle Non-Content Insurance at PAN India Level.
2. Assist CCOE team on MIS reports, Budget Reports, Spend Report & Savings Report (Budget savings, Cost avoidance, Cost reduction & Non-commercial effort).
3. Understand on the scope of work by coordinating with user department, float RFP’s, Notice Inviting Tender followed with negotiation rounds and closure of deals as per business requirements.
4. Coordinate with user department for Internal Order creation & invoice processes of vendors & internal CCOE team towards timely issuance of purchase orders and with Finance for both timely payments for vendors as well as vendor registration processes.
5. Conduct weekly and Monthly review meetings with stake holders/cross functional departments and be their commercial SPOC to understand both business and functional requirements.
6. Understand the current business process and assist in developing new processes that are optimized, effective and meet business requirements.

**Job Responsibilities: Project Management in Interior Fit-Outs**

1. On boarding of Architects/Design consultants, Project Management Consultants, MEP Consultants based on project requirements
2. Create Budgets and take approvals from management for Projects.
3. Coordinate with consultants for Government Statutory Approvals.
4. Liaise with Management & Architects/Design consultants on the concept design till signoff.
5. Tendering management – Coordinate with PMC on tendering management and onboard vendors/contractors till issuance of LOI and contracts signoff.
6. Project management & Execution of Interior fit out works for Data Centre, Civil & Interior, HVAC, Electrical, AV, IT-Networking, Modular furniture’s, Carpets, FA/PA & Sprinkler systems, at site
7. Coordinate with the Internal Management, consultants and vendors for project work flow.
8. Prepare & Monitor the schedules given by PMC and Plan schedules for various steps.
9. Work allocation & Conduct weekly progress meetings to meet the milestones.
10. Review Quality Checklists.
11. To have site meetings with Architects, Services Consultants and Vendors.
12. Solve design & site related issues with the architects and PMC’s and take calls wherever required.
13. Solve land lord related issues.
14. Informing and getting proper approval for variations and NT items from management.
15. Supervision for production as well as quality control.
16. Certifying/verifying contractor’s bills.
17. Instruct PMC on snag lists and following for rectifications.
18. Following and verification of Handing over documents from contractors and submitting the same to administrative department.

**Projects handled:**

1. **Sony Pictures Networks** : 10k Sft Interior Fit-out in Delhi.
2. **Sony Pictures Networks** : 10k Sft Interior Fit-out in Bangalore.
3. **Sony Pictures Networks** : 22k Sft Sports Studio in Mumbai.
4. **Sony Pictures Networks** : 1 Lakh Sft Refurbishment in Mumbai.
5. **Sony Pictures Networks** : Interior Fit-Out in Mumbai.
6. **Vistaprint** : Interior Fit-out project in Ahmedabad.
7. **LinkedIn**  : Interior Fit-out project in BKC Mumbai.
8. **Aruba Networking Systems :** Interior Fit-out Project in Chennai.
9. **Societe Generale** : Interior Fit-out project in Chennai.
10. **Tata Consultancy Services**  : Interior Fit-out project in Pune.
11. **IBS Cafeteria**  : Interior Fit-out project in Kerala.
12. **Zaffin Labs**  : Interior Fit-out project in Kerala.
13. **Signal Technologies** : Interior Fit-out project in Kerala.
14. **McFadyen Solutions**  : Interior Fit-out project in Kerala
15. **Accenture Services Ltd :** Interior Fit-out project in Bangalore.
16. **Tata Consultancy Services :** Interior Fit-out project in Chennai.

**Personal Details**:

Date of Birth : 10th November 1990

Nationality : Indian
Marital Status : Single.
Gender : Male
Language Known : English, Hindi, Malayalam & Tamil.