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| **LAVANYA****LAVANYA.373429@2freemail.com**DUBAI, UAE | lavanya_new |

Dear Sir,

Please find enclosed my curriculum vitae for your perusal. I request you for an opportunity to demonstrate my capabilities to you.

Being hard working and a fast learner, I wish to pursue a career where I can make significant contribution and add value to an organization while I continue to learn and grow.

In the long run, I see myself utilizing my knowledge and entrepreneurial spirit in leading an organization to achieve it goals and in enhancing its corporate performance.

I assure you of my earnest Endeavour’s in keeping the high standards of your organization.

### LAVANYA

CONTRACT ADMINISTRATION/ QUANTITY SURVEYING /ESTIMATION / TENDERING / BILLING / EXCELLENT TEAM PLAYER / BOUNDLESS COMMUNICATION SKILLS / NEGOTIATION SKILLS / QUICK LEARNING / PLANNING ABILITY

###### SENIOR CONTRACTS ENGINEER (CIVIL)

# SYNOPSIS

### *Sr.Contracts Engineer, Bachelor’s Degree in Civil Engineering with Eighteen years’ experience in Contracts, Estimation & Tendering. Expert in understanding the Drawings & Detailing, Production, Project Management, Estimation & Commercial activities. Career record of achieving set goals within the parameters of cost, quality profitability, time and effective resource utilization.*

A dedicated team player with excellent capability to grasp new work environment, capability to venture in to challenging work environment and deal with assigned tasks in a professional manner. Willing to work hard with smartness to generate results and demonstrate progress.

# EMPLOYMENT DOSSIER

**UTRACON STRUCTURAL SYSTEMS PVT. LTD, Chennai, Tamilnadu**

Senior Manager – Costing & Contracts

Period: July 2015 – Till Date

#  KEY RESPONSIBILITIES

* Attending Internal & External Contract meetings.
* Examination, Review and Evaluation of Technical & Financial Proposals.
* Scrutinizing the Letter of Intent, Work order & Contract Agreements.
* Negotiate rates with Sub-Contractors & Vendors
* Preparation of Subcontract Cost Comparisons Statements
* Preparation of Contract Documents.
* Preparation of interim measurements & submission to Employers
* Monitoring payments from all Employers to ensure cash is received on time and in full, including the timely issue and agreement of QS evaluations and Architect’s / Engineer’s/ Supervising Officer’s certificates.
* Review the status of retention, and advice and liaise with Project Managers to enable them to ensure timely receipt of practical completion and end of defect liability certificate.
* Notify the Employer or Employer’s Representative of any claim for extension of time and/or disruption, and assembles supporting information.
* Day to day notification in conjunction with PM / CM.
* Periodical or monthly review of the overall site project progress in line with estimated costing in conjunction with the GM & PM.
* Prepare cost and value comparisons for monthly account meetings for individual projects
* Submission of comparison status & Costing sheets with target values of preliminary costs for discussion with the Management.
* Attending strategy meetings as and when called by the Management.

**KHANSAHEB CIVIL ENGINEERING (Interiors Division)**

Quantity Surveyor

Period: April 2011 – June 2015

#  KEY RESPONSIBILITIES

* Attend internal and external of pre-commencement Contract meeting
* Prepare/assist with enquiries to be sent to Subcontractors and evaluate tenders on return, interview and negotiate with them if necessary, discuss potential problems and advise the Contract/Project Manager in placing a Subcontract order.
* Monitor and claim variations.
* Prepare interim measurements for submission to Employer’s Representative.
* Monitor payments from all Employers to ensure cash is received on time and in full.
* Calculate liabilities to Subcontractors showing realistic figures and prudent allowance for reserves.
* Prepare payment certificates and agree Subcontractors accounts including final account.
* Prepare/assist with tenders and subsequent accounts for work ancillary to the main contract.
* Prepare and agree final accounts.
* Review the status of retention, and advice and liaise with Project Manager to enable them to ensure timely receipt of practical completion and end of defect liability certificate.
* Notify the Employer or Employer’s Representative of any claim for extension of time and/or disruption, and assembles supporting information.
* Prepare cost and value comparisons for monthly account meetings for individual projects.
* Produce monthly comparison with target values of preliminary costs for discussion with Site Management.
* Attend strategy/accounts meeting.
* Correspondences on Contractual issues.
* Working under quality management system ISO 1901-2008.

**MARG LIMITED, Chennai, Tamilnadu**

Manager Contracts

Period: July 2007 – March 2011

## KEY RESPONSIBILITIES

* Estimation and Costing
* Analyzing the Quantity Variations
* Preparation of Procurement Schedule & Contract Documents
* Preparation of Tender Notice, Letter of Intent, Work Order & Agreement
* Examination, Review and Evaluation of Technical & Financial Proposals
* Negotiate rates with Sub-Contractors & Vendors
* Preparation of Subcontract Cost Comparisons Statements
* Preparation of Procurement Guidelines Loan Applications for Projects in line with ADB Guidelines
* Preparation of Check list for Finalizing Architectural Design Parameters & Client Requirements.
* Follow up of Tenders till Award of Contract.
* Preparation of Bills for Subcontractors

**K.S.VENKATRAMAN & Co Pvt. Ltd, Chennai, Tamilnadu**

Sr.Executive Engineer

Period: Jan 2006 – June 2007

**KEY RESPONSIBILITIES**

* Preparation of Rate Analysis.
* Compute and assist in preparation of Contract Documents.
* Prepare Contract Estimates.
* Compile and submit Comparative Statements & bills.
* Negotiate subcontract supplier rates.
* Prepare Work Orders and Contract Agreements.
* Prepare Item of Work Pricing Request (IOWPR).

**UTRACON STRUCTURAL SYSTEMS PVT. LTD, Chennai, Tamilnadu**

Sr.Engineer-Operations Support

Period: Jan 2004 – Dec 2005

**KEY RESPONSIBILITIES**

* Preparation of quantity take off & Bills of Quantity
* Calculation of elongation & stressing reports.
* To compare and identify Variations (Tender Vs Contract)
* Preparation of Quotations & Top sheets for Tender purposes
* To assist in collecting & compiling quantity forecast & billings
* Preparation of Site Activity Report, Progress Activity Report & Work in Progress
* Preparation of Comparison Charts between Tender, Ongoing & Design
* Analyzing Material & Labour output (Time Card)

**CHENNAI METROPOLITAN DEVELOPMENT AUTHORITY (CMDA), Chennai,**

**Tamilnadu**

Technical Assistant Grade-I

Period: May 1999 – Dec 2003

**KEY RESPONSIBILITIES**

* Preparation of Bill of Quantities and Estimates
* Preparation of Tender Schedules
* Preparation of Contract Documents
* Analysis of Tenders
* Preparation of Project progress Report for discussion senior management
* Certification of Payments for contractors

**Major Projects in U.A.E**

Fit out works in Taj Down Hotel, Dubai

Client: Mirage Developers

Fit out works in Ritz Carton Hotel Expansion.

Client: Abjar Hotels International.

Fit out works in Sofitel resort Palm Jumeirah.

Client: MIRK general trading LLC.

MOE – Toilet Expansion, Dubai

Client: Mall of Emirates

Fit out works in SCARPE The Shoe District @ Dubai Mall

Client : M/s Allied LLC

Design Fabrication & Installation of Fitting in Retail Shops (06Nos.)

Client : Abudhabi Farmer’s Service Centre (ADFSC)

**Major Projects in INDIA**

Development of Bijapur Airport Type ATR 72-500

Build operate & Transfer

Client: Infrastructure Development Department, Karnataka

Construction of Fishing Harbour, Mahe Union Territory of Puducherry.

Client: Government of Puducherry

Construction of 300 Permanent Houses & infrastructure works

Tsunami Affected People at P12- Nallavadu, Puducherry

Client: Government of Puducherry

Proposed Automated Multilevel Car Park

Greams Road, Chennai.(Build Operate And Transfer Project)

Client: Government of Puducherry

Construction of 155 MLD WTP,Thottilpatti, Salem Municipalty.

Client: Salem Municipality

JV Partner: M/s Geomiller, Delhi

Proposed Construction of Factory Building.

Client : M/s Keld Ellentoft India Pvt.Ltd.

Proposed Expansion in Existing Factory at Nokia Telecom SEZ

Client: Liteon Mobile/Perlos Telecommunication and Electronic Components

Proposed Residential Apartment.

Client: M/s Precision Homes at Sholinganallur

Construction of Factory, Admin and Subsidiary Building works.

Client: M/s Sicame India Connectors Pvt. Ltd

Residential Apartment at Begumpet, Andhra Pradesh

Baid IT Park, Chennai.

Infinity IT Park, Pune

Espee IT park, Chennai

Chennai Mofusil Bus Terminus (CMBT)

Total Development Area: 37 Acres

Construction of 325 Shops at Fruit Market, Koyambedu

Total Development Area: 15Acres

Construction of Chennai Contract Carriage Bus Terminus,

Koyambedu (CCCBT), Chennai.

Total Development Area: 10Acres

**TRAINING**

PROCUREMENTS – Procedural aspects.

Management of Health & Safety.

Quality Management System for ISO 9001: 2008.

**COMPUTER SKILLS**

Autocad (Available Versions)

Microsoft Project, Primavera 6

Ms Office Tools (Versions)

Window (Versions)

**ACADEMIC CREDENTIALS**

Bachelor Degree in Civil Engineering from Vellore Institute of Technology (VIT), Tamilnadu