CURRICULUM VITAE

Mr. Carlos

B. Construction Management (Building)

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Email : carlos.375978@2freemail.com

Profession : Contract Administrator / Junior Project Manager

Nationality : Australian

Date of Birth : 03.04.1991

Qualification : Bachelor of Construction Management major Building University of New South Wales, Sydney Australia 2014

Computer Proficiency : MS Office Suite, Microsoft Project, Aconex, JobPac, Timberline Marital Status : Single

Languages Known : English (native), Spanish (intermediate)

Key Skills : Excellent communcation (verbal/written) and interpersonal skills – work work well with others and able to build and maintain strong relationships with management, directors, subcontractors, clients and suppliers. Construction, procurement, management and negotiation skills.

Key Experience : Over 5.5 years in management and execution in construction and

finishes of residential projects, high rise Buildings & luxury apartments (Australia, 5.5 years)

Driving Licence : Australian & International Driving Licence, UAE driving licence to be

obtained immediately upon arrival (arriving 30th January 2018)

**JOB PROFILE**

1. Employer : Urban Apartments Pty Ltd (Working )

Client : Urban Apartments (joint builder/developer)

Project : Sheffield Quarter – 4x Complexes of 430 total Apartments

Designation : Junior Project Manager (August 2017-Till date)

Responsibilities : Procurement management, assessment & negotiating. Coordinating

design (architectural, structural & MEP) with clients, local authorities, consultants and contractors. Managing consultants and subcontractors for timely completion of works. Controlling quality, progress, cost and safety. Snagging and handing over of project for occupation. Administration and claims & variation assessment. Purchase / Work Orders & ensuring payments are made as per Contract requirements.

Reporting to all stakeholders.Training subordinates

Client : Urban Apartments Pty Ltd

Project : GM Tower – high rise tower with 10 levels commercial space and 130 apartments and luxury penthouses

Designation : Senior Contract Administrator (February 2016 to July 2017 ) Responsibilities : Heavy procurement (preparing scopes and tender packages, quotes,

comparisons, vetting contractors/suppliers and awarding contracts).

Managing subcontractors, payment/variation claims, quality of work and ensuring works are complete as per drawings and specifications. Help management construction process. Liaise with local authorities, organise permits, applications. Adminstration and documentation of project. Training subordinates.

1. Employer : Parkview Group Australia Pty Ltd

Client : ECOVE Group Pty Ltd

Project : Australia Towers, Sydney Olympic Park NSW – 608 apartments in 2x high high rise towers of 25 & 30 levels high; retail/commercial podium

Designation : Contract Administrator (April 2013 to March 2016)

Responsibilities Heavy procurement (preparing scopes and tender packages, quotes, comparisons, vetting contractors/suppliers and awarding contracts). Managing subcontractors, payment/variation claims, quality of work and ensuring works are complete as per drawings and specifications. Help management construction process. Liaise with local authorities, organise permits, applications. Adminstration and documentation of

project.

Client : Australand Property & Lasalle

Project : Parklife – Clemton Park Village, Clemton Park NSW – 290 apartments In 4x buildings between 6-7 storeys, new roads and infrastructure.

Designation : Junior Contract Administrator

Responsibilities : Procurement (preparing scopes and tender packages, quotes,

comparisons, vetting contractors/suppliers and awarding contracts). Assist in the managing of subcontractors, payment/variation claims, quality of work and ensuring works are complete as per drawings and specifications. Help management construction process. Liaise with local authorities, organise permits, applications. Heavy adminstration and documentation of project. Document control.

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