**Career Objective:**

Seeking job in the field of “Works Contract Administration, Accounts, Internal Audit, Budget and Office Administration & Establishment matters”. I love to work with determination and at fixed time schedule in clarity. To become integral and dependable part of the growth and success of the company.

**Core Competencies:**

Office administration, Accounting, Internal Auditing, Supervision, Management of Contractors, Management of teams, Budgeting & Cost Control, Tendering, Training and Development of personnel, documentation, construction management, quality assurance, safety management.

**Experience: (CPWD )**

Total 30 years in charge of Administration, Accounts, Auditing.

**ACCOUNTS Matters**

1. Handling all computerized monthly accounts of all receipts, payments pertains to all construction and maintenance works.
2. Auditing all payment bills pertains to contractors, suppliers and pass the payments on daily basis.
3. Maintain all client accounts and send the periodical accounts.
4. Monitor payments to contractors and cash-flow.
5. Participation in financial and Contractual Audit.
6. Monitor Mobilization and incentive schemes to contractors.
7. Dealing with all matters of Arbitration & connected works.

**CONTRACTS Matters**

1. Tendering and finalization of Contracts and Subcontracts.
2. All Correspondence and meetings with Contractors related to work and actions there off.
3. Maintain record and track BOQ measurements.
4. Check, verify and maintain record of build/site measurements and

quantification for further approval.

1. Finalizing agreements of contracts and issue of work orders.
2. Administration and management of Subcontracts.
3. Assist site team on scope of work and split of responsibility
4. Assist Construction Management Team on contractual matters.
5. Identification of contractor’s weakness and corrective measures.

**ADMINISTRATION & ESTABLISHMENT Matters, BUDJET, WORK LOAD,**

1. All administrative matters pertain to office and field staff.
2. Training and educating newcomers in the accounts section.
3. Verification of documents and invoices.

20. Payment Certification.

21. Budgeting and Cost Control.

22. Work Load, Mid-term and Final Budget.

**Educational Qualification:**

Bachelor of English Litt. (Graduation)

**Computer Skills:**

* Microsoft Office (Word, Excel, Power point)
* Microsoft Windows Operating System
* Excellent in English writing, drafting & communication.

**Personal Qualities:** Hard working, Integrity and Truthful.

**Personal Profile:**

Name : Visweswariah

Nationality : Indian

Languages Known : English, Hindi, Tamil, Malayalam, Kannada & Telugu.