# AFFIS

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**SENIOR LEVEL ASSIGNMENTS**

**Project Management/ Construction Management**

A versatile, high-energy professional with the skills in executing prestigious projects of large magnitude within strict time schedules, cost & quality

**Profile Snapshot**

**Over 8 years of experience in:**

Project Management Site / Construction Management Troubleshooting

Maintenance Liaison resource Utilization

* Expertise in planning, executing and spearheading construction projects involving Project Feasibility Study, Project Scoping, Strategy Formulation and Resource Administration
* Proven skills in ensuring adherence to quality management system and conducting compliance check with respect to quality frameworks documents
* Successfully executed a variety of construction projects within budgeted cost and timeframe
* Experience in swiftly ramping up projects in close co-ordination with contractors, consultants, architects and other external agencies, and ensuring on time deliverables
* Skilled in managing the building construction and maintenance,roads,surface water drainage, sewage, TSE,electrical & telecom services and other related works
* Excellent relationship management, conflict resolution and negotiation skills

**Core Competencies**

**Project Planning & Management**

* Managing overall operations for executing civil construction projects within cost & time norms; participating in project review meetings for evaluating project progress & de-bottlenecking
* Preparing project schedules and monitoring projects with respect to Cost, Resource Deployment, Time Over-runs and Quality Compliance to ensure timely execution of projects

**Site & Construction Management**

* Anchoring on-site construction activities to ensure completion of project within the time & cost parameters and effective resource utilization to maximize the output
* Designing & implementing stringent systems and quality plans / manuals to ensure high quality standards during all the stages of project

**Quality & maintenance**

* Effectuating preventive maintenance schedules to increase machine up time and equipment reliability
* Defining & implementing quality standards and structured processes / quality plans for various construction projects as per the contractual requirements
* Performing various checks of material and conducting process component field defect monitoring & control; ensuring adherence to various quality standards

**Work Experience**

**Jul’16 – Jan’17 BUILDTECH Associates, Kannur, Kerala, India as Project Coordinator**

**Title:** Residential buildings

**Responsibilities:**

* Managing Projects: including in house, external contractors and sub-contractors
* Liaising with client representatives, other professionals within design teams and contractors’ representatives during construction
* Monitoring and inspecting the work of sub-contractors and other third parties
* Providing contractual and commercial input to the civil engineer aspects of projects
* Maintaining an up to date technical knowledge of survey, design, drafting, project and contract management standards and techniques
* Monitoring environmental protection measures & reporting of any hazards/incidents

**Dec’09 – May’16 Mirrikh Contracting W.L.L., Doha, Qatar as Project Manager**

**Growth Path**

Dec’09- Dec’13 as Project Engineer

Jan’14- May’16 as Project Manager

**Role**

* Managing the entire project management with planning, procurement, erection, testing and handover
* Provided assistance in surveying work needed for design and construction of public works projects

Key Project Handled

**Title:** Doha & Rayyan Sewerage Scheme & Road Reinstatement work, on Call Contract 1&3

**Client:** Public Works Authority (Ashghal) Qatar

**Duration:** Jan’14- May’16

**Responsibilities:**

* Execution, Planning & managing of all project related works
* Review all construction documents and highlight any design and contractual discrepancies
* Responsible for all permits and permissions from different authorities required for the project execution
* Participate in Kick off meeting & Progress meeting with Clients
* Responsible for identifying & responding to risks/deviation on time
* Monitor compliance to applicable codes, practices, QA/QC policies, performance standards and specifications
* Review of Method statement, As-built Drawing, Site Measurements and invoices for the project
* Liaised with suppliers & procurement team regarding purchase & delivery of material
* Conducted regular safety inspection at construction site & maintain high safety standards during all work activities
* Perform overall quality control of the work (budget, schedule, plans, personnel’s performance) and report regularly on project status
* Assign responsibilities and mentor project team

**Title:** Sewer Network Preventive Activity for Area C&D-outsourcing Contract

**Client:** Public Works Authority (Ashghal) Qatar

**Duration:** Nov’12 – Dec’13

**Responsibilities:**

* Conducted the preventive maintenance activity services for foul sewerage networks which included mechanical & manual cleaning, flushing gravity sewerage pipelines using pressure jetting/ combination (Jetting/suction) tankers and CCTV survey to analyze existing condition of sewer networks
* Made necessary arrangement to resurvey & measure existing pipe line data
* Attending meetings and competently communicate with Clients, Contractors and major asset owners and stakeholders
* Involved in operation & maintenance of Jetting & Combination tankers
* Coordinated to obtain permits from concern department & authorities like traffic police and safety permits from PWA
* Conducting site inspection with QA/QC and consultants
* Self-educated and acquired awareness of implementation of health, safety and environmental regulations

**Title:** Call of Contract for Civil Maintenance Works of Electrical Substations

**Client***:* Kahramaa, Qatar General Electricity and Water Corporation

**Duration:** April’12 – Nov’12

**Responsibilities:**

* Managed the construction and maintenance of indoor and outdoor substations all around Doha, Qatar
* Updated the logs for material submittal & procurement, shop drawing submittal for status review and generated daily, weekly & monthly report showing progress & current status of the project
* Review all construction documents and highlight any design and contractual discrepancies
* Supervised the quality of the day to day work assigned to Site Engineer, Site Supervisor & Foreman and provided technical supports for effective & quick troubleshooting
* Foremost responsible for high level of safety and precaution to both valuable human life and costly equipment
* Maintain all project related records and monitor inspection activities & RFI
* liaised with Procurement Department for the selection of suppliers/ subcontractors as per client approved vendor list

**Title:** Al Wakhra & Al Wukhair Sewerage Scheme & Road improvement Work

**Client:**Public Works Authority (Ashghal) Qatar

**Duration:** Jan’11 – Mar’12

**Responsibilities:**

* Managed the survey of existing sewer layouts, excavation, installation of new sewer line, construction of manholes and different types of inspection chambers asphalt and interlock reinstatement
* Conducted site inspection with client’s representative (ASHGHAL Drainage affairs)
* Accountable for the entire project management with planning, procurement, erection, dismantling and completing the project
* Responsible for preparation of daily work plan, weekly and monthly progress reporting
* Preparation of as built drawing in coordination with other disciplines

**Title:** Road Improvement Work at Central Rayyan, Phase 2

**Contractor**: Al Jaber & Makhlouf W.L.L.

**Client**: Public Works Authority (Ashghal) Qatar

**Duration:** Dec’09 – Dec’10

**Responsibilities:**

* Involved in the land survey, excavation, construction of deep and medium type manholes, soak ways and different type of inspection chambers, construction of all service ducts, installation of all utility water line, storm water line, sewer line, interlock and asphalt pavements
* Involved in checking the shop drawings, Method of Statements, Existing services, Traffic diversion/ control procedure.
* Monitor the progress at site as per planned baseline schedule, and prepare detailed weekly & monthly progress report for internal report and for meeting with contractor & client.
* Assist in surveying work needed for design and construction of public works projects
* Coordinating with the consultants for all Technical and Engineering aspects of the project, any design change required
* Resolving the technical related issues as instructed by the Project Manager/Consultant
* Inspection of delivered material on the site as per specifications and keeps its records and insures that it complies with project specification

**Aug’08 – Dec’09 K V Joseph and Sons, Trissur, Kerala, India as Site Engineer**

**Title:** Construction of Medical college administrative block & Nursing college building

**Client**: Public Work Authority Kerala, India

**Duration:** Jul’08 – Dec’09

**Responsibilities:**

* Prepare, schedule, coordinate and monitor the assigned engineering projects
* Involved in surveying & leveling and preparation of Bar Bending Schedule
* Preparation of client’s bills, estimate, rate analysis and taking measurements
* Co-ordination with QA/QC Engineer and consultant for approvals
* Interact daily with the clients to interpret their needs and requirements and represent them in the field
* Cooperate and communicate effectively with project manager and other project participants to provide assistance and technical support
* Review engineering deliverables and initiate appropriate corrective actions

**Education**

B-tech (Civil) from Calicut University, Kerala, India

**Training**

PMP Preparatory training from Synergy School of Business Skills, Kannur, Kerala, India

**IT Skills**

Office Suite : Microsoft Excel, Microsoft Word, Microsoft PowerPoint

Project Management Software : Microsoft Project (MSP), Primavera-6

Architecture & Planning : AutoCAD

**Personal Details**

Date of Birth : 17th July 1984

Languages Known: English, Hindi, Malayalam &Arabic

Visa Status: On Visit visa