



**K. SUNIL BABU**

**Planning Manager**

Mobile : 00973 33023697

Res. No : 0091- 9745203955

Mail :sunilbabu.edakkudiyil@gmail.com

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## **SUMMARY**

### **12 years experience in Planning/Tendering as Planning Engineer**

- 12 years in planning and scheduling for multi-disciplinary projects, such as **High rise buildings** (UAE) and **Oil & Gas projects for ARAMCO**, Light and heavy industry, Residential/ commercial buildings (India and Saudi Arabia). Currently working as a Planning Manager for **ARM Contracting**. Bahrain .
- 2 years in construction supervision of **Residential, Commercial & Industrial buildings** (India)
- Excellent experience in Primavera P(6) ver.7, MS Project. Preparation of schedule and Reports, checking of Bills, planning and supervision of work, preparation of weekly and monthly progress reports, quality control, labor and client billing, preparation and review of project report, cost estimates, technical specifications, evaluation of tenders and technical proposals and certification of contractors payments, preparation and updating of Drawing Control logs.
- Excellent working knowledge in preparation shop drawings by using Auto-Cad and Micro Station packages.
- Excellent working knowledge in computer spread sheets MS-Excel and MS-office software.

## **EDUCATION**

- **B. Tech (civil)** from Mahathma Gandhi University, Kerala (1993 )

## **PROFESSIONAL WORK EXPERIENCE**

1. **ARM Contacting Company –Working as a PlanningManager in their ‘ Car Service centre and Storage Facility’ Project at Tubli, Kingdom of Bahrain. The work comprise of this project includes construction of Ground Floor, Mezzanine and First Floor, Second Floor, Roof area and additional services . ( May 2017 onwards )**

2. **G.P.Zachariades (Overseas) Ltd. (www.gpzgroup.com) –Worked as a Sr.Planning Engineer in their ‘ Yanbu Power and Desalination Plant Phase-3’ Project at Yanbu, KSA. Also worked in Muharraq DGS/ STP Project at Bahrain (July 2012 to February 2016)**
3. **ARABIAN CONSTRUCTION COMPANY (ACC) (www.accsal.com) –worked as a Planning Engineer in their ‘ Gate District Towers 3-8’ Project in Reem Island Abu-Dhabi. (March 2009 to December 2011)**
4. **IEMSC LLC, Dubai- worked with IEM, LLC, a leading Electro mechanical company in Dubai as Planning Engineer in their ‘ Dubai Business Park’ project.( Apr - Aug 2008)**
5. **SAUDI CONSULTING SERVICES, SAUDI ARABIA (www.saudconsult.com), which is the first and leading consulting company in Saudi Arabia. ( June-2003 to Feb-2008)**
6. **HEERA CONSTRUCTIONS, Thiruvananthapuram, Kerala, India, which is one of the biggest construction companies in India (Jan 1998 to Oct 2002 )**
7. **TATA COMMUNICATION LTD. Hyderabad, India. Tata company is the number one company in India (May 1997 to Nov 1997 )**
8. **FACT ENGINEERING AND DESIGN ORGANISATION, Cochin, India, which is one of the biggest consultancies of industrial projects in India (April 1995 to May 1997)**

## **DETAILS OF PROJECTS**

### **G.P.Zachariades (Overseas) Ltd. (G.P.Z)**

- Period : From July 2012 to February 2016
- Designation : Sr.Planning Engineer

#### **Responsibilities**

- Preparation and update of Baseline Programme
- Preparation of Daily progress report
- Project progress updates using TRELLO
- Weekly and Monthly progress reports and reviewing progress with PMC.
- Monthly look ahead schedule
- Updating manpower and Equipment at site.
- Preparation of Tender programs for Estimation Department.

### **ARABIAN CONSTRUCTION CO. (ACC)**

- Period : From March 2009 to December 2011
- Designation : Planning Engineer

#### **Responsibilities**

- Updating the daily progress at site
- Preparation of follow-up sheets for Civil and Structural works
- Finishes and MEP work status and target reports
- Weekly and monthly progress reports and reviewing progress with PMC.
- Monthly look ahead schedule
- Updating manpower and Equipment at site.

## **INTERNATIONAL ELECTRO MECHANICAL SERVICES CO. LLC (IEMSC)**

- Period : From April-Aug 2008
- Designation : Planning Engineer

### **Responsibilities**

- Developing and monitoring clause 14 program of work
- Preparation of Schedules and reports for MEP works
- MEP work status and target reports
- Bi monthly work status reports and delay status reports
- Monthly look ahead schedule
- Updating MEP schedules.

## **SAUDI CONSULTING SERVICES**

- Experience : 4 years 8 months
- Period : From Jun 2003 – March 2008
- Designation : Planning Engineer

### **Responsibilities**

As a Planning Engineer my responsibilities are Developing and monitoring construction / start up schedules, Preparation of Schedules and reports (Engineering & construction) for Refinery's, Substations, Oil & Gas projects. Preparation and updating of drawing control logs, preparation of project man-hour reports, preparation of s-curves, preparation of weekly project status reports, create work breakdown structure (WBS) and define corresponding man-hour per activity and grouping in order to produce equivalent weight of progress development and monitoring.

### **Brief Description of work**

- Preparation of Master schedule & Detailed Construction schedules.
- Create Work Breakdown structure (WBS) and define the corresponding man-hours per activity and groupings in order to produce the equivalent weight of progress development and monitoring.
- Planning Engineer reporting directly to the Technical Manager on multi-disciplinary Engineering and building construction projects. Worked within the project team and liaised closely with the Project Managers and Construction team. Generally produced detailed schedule and compared the actual progress with planned progress, advising of corrective actions etc. and the preparation of :Detailed construction schedules, Forecast cash-flow (monthly, yearly), weekly and monthly progress reports, weekly and monthly look ahead programme of work, critical activity list, critical path items, project monitoring and control, corrective action reports, earned value reports, s-curve generation and update, manpower distribution and allocation considering availability and future requirements.
- Responsible in the preparation and submission of Project Management Control reports of the project, monthly update of the overall Master Construction Schedule. Updating 4 weeks look ahead schedule.

- Attend management and contractor weekly coordination meeting and monthly project review meetings to define the project status, discuss action items concerning Engineering, Procurement and construction issues and expedite resolution thus to avoid potential delay to the completion of the project.
  - Provide information to the Project Manager indicating areas of concern and critical issues of the project. Identify problem areas, analyze schedule impact and provide prepositions to resolve adverse effect in the project.
  - Coordinate with Engineering (Civil, Mechanical & Electrical) to provide relevant information regarding work interfacing in order to adopt the critical path and to perform the work according to the proper construction methods.
  - Prepare weekly/ monthly project reports, monthly project status presentation and other reports required by the Project Manager.
  - Attend management meeting and define the project schedule, cost implication, milestone completion, and constraints to the project and formulate solution for recovery measures needed to offset the slippage.
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### **HEERA CONSTRUCTIONS**

- Experience : 3 years 9 months
- Period : From JAN 1998 – OCT 2002
- Designation : Senior Construction/ Planning Engineer(civil)

#### **Responsibilities:**

My work included preparation of work schedule using P3, Quantity estimation, As-Built drawings using Auto-Cad, checking of Bills, planning and supervision of work, preparation of weekly and monthly progress reports and quality control etc. I have independently handled the execution, planning and construction schedule, monitoring of the entire construction job. I have supervised mass concreting, road construction, bituminous work, area grading and structural works etc.

#### **Major Projects of Heera Constructions**

There the projects mainly included residential buildings such as flats, villas etc. HEERA Kinara, HEERA Palace, HEERA Classic and HEERA Gardens were some of their major projects that I have worked with. The quality of work was high class and finishing of the project was ahead of our schedule.

#### **Brief Description of Planning works:**

- Preparation of Master construction schedules and detailed construction schedules.
- Preparation of 4 weeks look ahead schedule and detailed study.
- Prepare man-hour distribution reports and weekly/ monthly progress reports.
- Comparing the projected progress with the actual progress.
- Preparing other necessary reports and drawing control logs required by the Project Manager.
- Attend management and contractor weekly coordination meeting and monthly project review meetings to define the project status, discuss action items concerning Engineering, Procurement and construction issues and expedite resolution thus to avoid potential delay to the completion of the project.

- Prepare weekly/ monthly project reports, monthly project status presentation and other reports required by the Project Manager.
- Attend management meeting and define the project schedule, cost implication, milestone completion, and constraints to the project and formulate solution for recovery measures needed to offset the slippage.

### **TATA COMMUNICATION LTD.**

- Experience : 6 months
- Period : MAY-1997 to NOV- 1997
- Designation : Civil Engineer (Network dept.)

#### **Responsibilities and Nature of work**

I have worked with TATA Communications Ltd. As a Civil Engineer with their Network Department. The work included planning and scheduling of the project, designing of the civil structures for Base Trans receiver sites and supervision of Civil and Electrical works for the equipment room for the B.T sites. My responsibilities also included checking of invoices, taking field measurements and preparing the `As-Built` drawings etc. BELL Canada was the consultant of the project.

I independently handled RCC works, structure erection, handled various types of drawings such as civil, mechanical, electrical and instrumentation etc. My job also included supervision of road work, field survey and quality control, handled contracts and prepared quality assured documents and As-Built drawings as per the instructions of BELL consultants, Canada. I was Site in-charge and was attending the site problems whenever it was required.

#### **Brief Description of Planning works**

- Responsible in the schedule of works, manpower, tools and equipment loading.
- Prepare monthly/ weekly project status report presentations, prepare and draft final correspondence for project manager for project control issues.
- Attend management meeting and define the project schedule, cost implication, milestone completion, and constraints to the project and formulate solution for recovery measures needed to offset the slippage.

### **FEDO**

- Experience : 2 years 1 month
- Period : APRIL-1995 to MAY-1997
- Designation : Construction Engineer(civil)

#### **Responsibilities and Nature of work**

I have worked with FACT Engineering and Design Organization as a Civil Engineer for their Ammonia Revamp Project of M/s. Madras Fertilizers Ltd., from 16.04.1995 to 24.05.1997. The construction included pile foundation ( driven and bored), civil and structural works such as Reformer, Compressor

house, Control room, roads, RCC Chimney and equipment foundations having a total contract value of Rs. 11 crores. My work included setting out of structures, quality control, preparation of monthly progress reports, checking of bills, taking measurements etc. supervised mass concreting of pile caps and made field survey for setting out of pile .

I independently handled bore pile, driven pile, column work and mass concreting. Supervised load test of pile, material strength tests and jointly executed chimney construction (110m height). I have independently supervised Compressor house and control room for the MFL project, prepared bar chart for the work planning, prepared contractor billing and created MPR & WPR also I successfully completed all the ISO documentations as per the FEDO standards.

**Other Construction Experiences:**

I have worked with Kerala State Civil Supplies Corporation (SUPPLYCO) with effect from 9-2-1994 to 8-2-1995. I have gained excellent experience in various civil construction and maintenance works such as designing, planning and scheduling preparation of bills and estimates, supervision of work etc.

I have worked with Citadel Engineering Consultancy Services , Kerala from 5-5-1993 to 1-2-1994 in their various civil construction sites. There I have gained ample experience in site supervision, planning and designing of residential buildings, preparation of bills etc.

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**Personal Profile**

Name	:	K. Sunil Babu
Date of Birth	:	27-05-1969
Address for communication	:	P O Box 37263 IsaTown Kingdom of Bahrain Mobile: 00973-33023697
Passport No	:	J1981687
Valid upto	:	3 April 2020
Email	:	sunilbabu.edakkudiyil@gmail.com
Skype	:	sunilbabu1969

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