

# CURRICULAM VITAE

**Project Manager  
Construction (Civil)**  
+973 3507 6679

PARTHA SARATHI SARKAR  
GSM# +973 3507 6679  
E-mail : [sarathi.arjun@gmail.com](mailto:sarathi.arjun@gmail.com)

*A well track record of ensuring projects are delivered to the highest quality, within elapsed time and budget by effectively organizing, managing and utilizing all resources. Actively, involved in all aspects of the project life-cycle. Confidently deliver high-value projects and works hard to manage stakeholder expectations. Now, looking for a suitable position with a reputable and exciting company which promotes recognition hard work & commitment.*

*Total Experience* : 20+ Years  
*Membership in Professional Societies* : Member, Indian Environmental Management Society  
*Nationality* : Indian  
*E-mail* : [sarathi.arjun@gmail.com](mailto:sarathi.arjun@gmail.com)  
*Passport No.* : L 1 8 2 5 0 9 3 Valid up to 30/06/2023  
*Professional Qualification* : **B E in Civil Engineering & CPMP (Regn 201512012420)**

## KEY SKILLS AND COMPETENCIES

### Project Management attributes

- ✚ Managing complex multifunctional projects in various environments.
- ✚ Creating effective, informed and highly motivated teams focused on delivery.
- ✚ Comprehensive understanding of project management methodologies.
- ✚ Experience of working with sponsors, stakeholders, and solution providers.
- ✚ Comfortable working with and clients and third parties at senior level.

### Personal attributes

- ✚ Possessing a responsible attitude, tact, patience, and courtesy.
- ✚ Comfortable working with and clients and third parties at senior level.
- ✚ Ability to operate under pressure and deliver to demanding deadlines.
- ✚ Motivating Project or Program teams to own and complete tasks assigned to them.

### Professional attributes

- ✚ Knowledge in developing and administering resource plans and budgets.
- ✚ Strong communication skills with high level of competence in the use of the Microsoft Office Excel/PowerPoint/Word/Project.

## CAREER SUMMARY

### **(Overseas Project Experience in Libya, North Africa & Oman, Muscat, Bahrain)**

Township Projects in Libya, North Africa, valued 1000 MLD with major Building (Horizontal and Vertical) from inception to Hand over. Residential Bungalows and Pre Engineering Building for Royal Guard of OMAN & Royal Court Affairs, Oman. The Research Council Building Extension, (S Q University). Port Development work for Sohar Port (SIPC) Commercial / Infrastructure and Utilities, Oman. In Bahrain, Residential Building Projects for the Ministry of Housing and Private Villas for Others. Infrastructure works for Alba with Bechtel in Bahrain.

- ✚ Having 20+ years Professional experience in Project planning, monitoring, execution, operation and management, liaison with local government agencies, clients, Consultants, sub-contractors, Vendors, and suppliers. Responsible for preparing records of allocation of resources, analysis and cost control.
- ✚ Preparation and Implementation schedule Program with complete execution plan of work with weekly & monthly work program as per realistic program.
- ✚ Preparation Effective Resources (Manpower and Material) deployment plan, including material plan and monitoring of consumption statement with progress chart / bar chart in M S project.
- ✚ Responsible for daily site quantity calculation in order to forecast the material requirement, labour requirement plant and equipment. Responsible for raising purchase requisitions and estimating the quantities of material required for building projects.
- ✚ Responsible for providing full support to the Management with regular feedback of all information relating to project status with particular references to program, quality, variations, client issues and other relevant facts.
- ✚ Organizing the delivery times of materials to match with various stages of the building process. Ensure timely submission of proposals with Proper Documentation and Providing Feedbacks to the Management through MIS.
- ✚ Monitoring, controlling, and executing the work in accordance with correct Working / shop drawings / Scope (BOQ) and specifications / Construction Program / Method Statements.

## CAREER HISTORY

### **DELTA CONSTRUCTION COMPANY (Manama, Bahrain)**

#### **PROJECT MANAGER**

**February 2016 – October 2017**

Accountable for managing the delivery of critical projects, and for providing management support for all the projects conducted by the company. Also responsible for providing monthly financial /technical updates of any known issues/risks to the Management

#### **Duties:**

- ✚ Responsible for costing, estimating and planning projects with Project Initiation documentation.
- ✚ Responsible for ensuring best value is obtained for the project with summarized project progress reports.

- # Tracking activities against the Project plans and Updating project plans to include agreed changes'
- # Identifying, costing and processing any contract variations.
- # Producing accurate financial reports with Identifying, costing and processing any contract variations.
- # Planning, scheduling, monitoring and management of construction/interior Project execution within elapsed time and budgetary parameters.
- # Monitoring the progress of the infrastructure work and adhering to timelines and quality.
- # Providing management with regular reports and updates on Project performance participating in Project Review meetings.
- # Ensuring adherence to quality standards and safety standards.
- # Material & Resource Mobilization with actual Planning of Site Infrastructure.
- # Responsible for liaison with Client / Consultants.
- # Responsible for motivating and managing site personnel and overall administration of the Project as team leader.
- # Responsible for timely completion of the project within the given time frame and maintaining quality of Work at all stages as per specifications.

## **TAMCON CONTRACTING & ENGINEERING (Manama, Bahrain)**

**PROJECT MANAGER (Construction)**

**JUNE 2015 – NOV 2015 (Shut Down Project)**

**Client : Ministry Of Housing**

- # Monitoring the progress of the infrastructure work and adhering to timelines and quality.
- # Interacting with government bodies, contractors, suppliers, support functions within an organization to ensure that the projects are completed in time in compliance with applicable statutes and business objectives.
- # Providing management with regular reports and updates on Project performance and participating in Project Review meetings.
- # Ensuring adherence to quality standards and safety standards.
- # Participating and defining the Resource planning and budget for the department.
- # Responsible to minimize wastage of Construction Material & Resource Mobilization with the actual Planning of Site Infrastructure
- # Responsible for liaison with Client / Consultants.
- # Responsible for motivating and managing site personnel and overall administration of the Project as team leader.
- # Responsible for timely completion of the project within the given time frame and maintaining quality of Work at all stages as per specifications.
- # Planning, scheduling, monitoring and management of construction/interior Projects and ensuring execution of projects within time and budgetary parameters.
- # Responsible for timely submission of monthly RA bills, Sub con bills, purchase bills. Also responsible for preparation and certification of Final Bills and reconciliation of material.

## **Hasan Juma Backer Trading & Contracting Co.LLC. (Muscat, Sultanate of Oman)**

**PROJECT MANAGER (Construction) FEB 2014 to NOV 2014 (Shut Down Project)**

### **As a Project Manager responsibility:**

- ✚ Overall planning, scheduling, monitoring and management of construction / interior projects. Ensuring execution of projects within time and budgetary parameters with the proper Method Statement.
- ✚ Monitoring the progress of the infrastructure work and adhering to timelines and quality with Proper Documentation.
- ✚ Monitoring and review daily progress of manpower, material, machineries and Follow-up the Clients for the approval of drawings and specifications.
- ✚ Settlement of all techno-commercial disputes, disputes with clients, contractors, Govt. And statutory bodies/clarifications during execution of the project.
- ✚ Reviewing along with the Project Director, Construction Manager and the Planning engineer the detailed program for the execution of the project.
- ✚ Responsible for timely completion of the project within the given time frame and maintaining Quality of Work at all stages as per specifications.
- ✚ Coordination with architects, consultants, clients and vendors/suppliers on site progress and Co-ordination with Engineering and procurement department.
- ✚ Preparing monthly progress reports and Co – ordination with the Consultant and Client.
- ✚ Manage project resources, including the budget, commercial transactions.

## **SHAKSY ENGINEERING SERVICES LLC (Muscat, Sultanate of Oman)**

**PROJECT MANAGER (Construction) JUNE 2013 to JAN 2014**

### **As a Project Manager responsibility:**

- ✚ Oversee day to day site coordination with the site team and planners.
- ✚ Controls sub-contractors work progress with proper supportive attendance
- ✚ Responsible for timely completion of the project within the given time frame and maintaining quality of Work at all stages as per specifications.
- ✚ Assist the Project Head in achieving their targets by identifying major areas of bottlenecks and coming up with action plans to resolve them.
- ✚ Coordination with architects, consultants, clients and vendors/suppliers on site progress and Co-ordination with Engineering and procurement department.
- ✚ Follow-up the clients for the approval of drawings / specifications / Variations / Submittals.
- ✚ List down the resource needs for projects after considering the budgetary parameters & the time span of project execution as per client specifies to plan the resource management, prepare a progress report.
- ✚ Handling of the entire project for Engineering, Procurement and Construction to the satisfaction of the client and contract requirements.
- ✚ Identifying and taking the necessary corrective action to improve the progress
- ✚ Monitoring and review daily progress with available manpower, material, machineries.

**Arabian Technical LLC (Muscat, Sultanate of Oman)**  
**PROJECT MANAGER (Construction) MAY 2012 - MAY 2013**  
**SULTAN QABOO'S UNIVERSITY EXTENSION (G+8)**

**( Project Manager Construction)**

**AL TURKI ENTERPRISES LLC (Muscat, Sultanate of Oman)**  
**Senior Project Manager (Construction) NOV 2010 - May 2011**  
**Client: Royal Guard Of OMAN (RGO) & Royal Court Affairs (RCA), MUSCAT**

**(Senior Project Manager)**

**D S CONSTRUCTION GROUP, LIBYA, NORTH AFRICA**  
**Senior Project Manager (Construction) (B&R) / (Infrastructure)**  
**June 2008 to September 2010. In Libya valued 1000 MLD**  
**3050 nos housing project with G+12 & commercial complex (Township)**

**As a Senior Project Manager responsibility:**

- ✚ Oversees day to day site coordination with the site team and planners.
- ✚ Controls sub-contractors work progress and quality of work.
- ✚ Approve certification of the payments to suppliers and sub-contractors.
- ✚ Monitoring and review daily progress with available manpower, material, machineries.
- ✚ Receiving of all the relevant information regarding design, drawings and engineering.
- ✚ Executing the project on time under the guidance of the Project Director within the approved budget and in accordance with the contract specifications.
- ✚ Reviewing along with the Project Director, Construction Manager and the Planning engineer the detailed program for the execution of the project.
- ✚ Oversee all aspects of the project quality management and control system.
- ✚ Follow up with the purchasing section for the procurement of materials and monitoring all the necessary progress reports.
- ✚ Issuing instructions to the sub-contractors advising them of available work areas and reviewing their work progress.
- ✚ Identifying and taking the necessary corrective action to improve the progress
- ✚ Preparing monthly progress reports and Co – ordination with the Consultant and Client.
- ✚ Checking cash flow details submitted by the contractor and Preparation of Progress chart of project in M S P.

**ERA GROUP (ERA INFRA ENGG. LTD.) , NEW DELHI, INDIA**  
**Senior Project Manager (Construction) (B&R) / (Infrastructure)**  
**AUG 2007 to May 2008**

**NATIONAL BUILDING CONSTRUCTION CORPORATION (N B C C)**  
**NEW DELHI, INDIA Deputy Project Manager (Cons.) (Real Estate)**  
**June 2006 to JULY 2007**

**CENTRAL PUBLIC WORKS DEPARTMENT, NEW DELHI**  
**Senior Engineer ( civil ) October 1982 to May 2006**

- # Site execution, Planning, quality Control and administration.
- # Preparation of work program, procurement of materials and deployment Of machineries.
- # Analysis of rates for different items with the help of DSR including preparing
- # Variation orders for BOQ and Non – BOQ Items.
- # Checking Contractors measurement and preparing Interim payment certificates
- # Co – ordination with Consultant and Client.
- # Checking cash flow details submitted by the contractor.
- # Preparation of Tender document, Contract agreement including.
- # Quality control and safety Management as per ISO 9001 – 2001.
- # Coordination with architects, consultants, clients and vendors/suppliers on site progress.

Professional Qualification : B E in Civil Engineering from Rajsthan, India.  
Member, Indian Environmental Management Society  
C P M P From I A C T, New Delhi, India ( Regn No 201512-012420)

Personal Details :

Father's Name : Sh. P. Sarkar  
Contact No. : +973 3507 6679 (Work)  
Gender : Male  
Marital Status : Married  
Nationality : Indian  
Certification :

It is certified that the data produced by me are correct to the best of my knowledge and belief for my qualifications and my experience.

*Parthasarathisarkar*

(Partha Sarathi Sarkar)