

# **SUMIT GARG** (B. Tech Civil, PMP)

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## **Personal details:**

**Date of Birth:** 14<sup>th</sup> April 1983

**Nationality:** Indian

**Marital status:** Married

**License:** UAE/ QATAR/ BAHRAIN Driving license (LMV)

## **Personal Profile:**

I am a sincere, diligent & focused personal, with an excellent and rewarding career of over **13 years** in the Project/ Construction management. A resourceful Project Manager skilled in streamlining projects and maintaining schedules to ensure maximum customer satisfaction and business revenue. I am having expertise in coordinating diverse teams and resources to complete objectives. I am well organized and details oriented with proactive and hardworking nature and also possess abilities to handle multiple functions and draw well balanced conclusions in high pressure environments with tight deadlines. Work with a personal motto "Quality & Excellence is in getting things right the 1<sup>st</sup> time every time". Currently seeking challenging and growth oriented opportunities in the field of Project Management.

## **Core Competence:**

- Vast experience in Project and construction Management
- Project Management
- Technical Specifications and Projections
- Cost Management
- Site Management
- Resource Management
- Developing and Tracking Budgets
- Process Improvement
- Planning
- Performance Management
- Verbal Communication

## **Qualifications:**

- B. Tech civil from NIT Jamshedpur graduated in 2005
- PMP Certified Professional, Certificate no. 2162066 issued on 5<sup>th</sup> March 2018.

## **Key Skills:**

- Project Management
- Expertise in coordinating diverse teams and resources to complete objectives
- Proficient in swiftly ramping up projects with competent cross-functional skills and ensuring on timely deliverables within pre-set cost parameters.
- Upright knowledge of computer software like Primavera P6, Windows 98/2k/XP, Elementary knowledge of AutoCAD, MS Office
- Experience in PERI & DOKA Formwork of Germany & Austria

## **Employment History:**

1. October 2016 – Till Date

**Ebrahim Khalil Kanoo (EKK) B.S.C©**

Manama, Bahrain

**Designation: Assistant Manager-Projects and Facilities**

### **Projects Completed/Going on:**

- Toyota Central Parts Department cum Offices in Salmabad, BAHRAIN.  
Project Cost – BD 12 Million  
Project Duration – 15<sup>th</sup> Nov 2016- 30<sup>th</sup> Oct 2018.
- Training Center in Tubli, BAHRAIN.  
Project Cost – BD 1.1 Million  
Project Duration – 20<sup>th</sup> Dec 2016 – 19<sup>th</sup> Dec 2017.
- Lexus Tower in Tubli  
Project Cost – Estimate BD 8 Million  
Project Duration – Design phase is completed; Project is yet to be rolled out for construction.
- Cable Tray Factory  
Project Cost – Estimate BD 1 Million  
Project Duration – 15<sup>th</sup> April 2018 – 14<sup>th</sup> April 2019

### **Responsibilities:**

- Management of projects from inception through to completion.
- Worked with clients for give their requirements into shape. Meet with clients to take detailed ordering briefs and clarify specific requirements of each project.
- Assist in the definition of project scope, objectives and development of project plans, involving all relevant stakeholders and ensuring technical feasibility.
- Tendering contracts in accordance with the preferred procurement route.
- Define and initiate projects and manage cost, schedule, and performance of component projects, while working to ensure the ultimate success and acceptance of the program.
- Attend and run Weekly/Fortnightly Design, Technical and progress meetings.

- Maintain continuous alignment of project with corporate standards; Also responsible and accountable for the coordinated management of multiple related projects directed toward strategic business and other organizational objectives.
- Build credibility, establish rapport, and maintain communication with stakeholders at multiple levels.
- Set deadlines, assign responsibilities and monitor and summarize progress of project.
- Present periodic Dashboard reports on the current program and client issues to Senior Management.
- Fostered client's loyalty by ensuring that our client's fully utilize the value of our solutions and services.
- Direct the coordination of all implementation tasks involving internal resources and third-party vendors including negotiating and controlling contracts as well as provide consultation to clients on system implementation.
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques and control project variances through root cause analysis and correction.
- Ensure that all projects are delivered on-time, within scope and within budget.
- Develop and track a detailed project plan to monitor and track progress.
- Measure project performance using appropriate tools and techniques.
- Manage the relationship with the client and all stakeholders.
- Perform risk management to minimize project risks.
- Use and continually develop leadership skills.
- Monitor quality assurance measures
- Be fully aware and up to date with latest building regulations and safety regulations.
- Manage transition of projects by taking handover from Consultants/Main contractor to End users/Clients.

**About the organization:**

Ebrahim K. Kanoo In addition to being an automotive pioneer in the Kingdom, Ebrahim K. Kanoo has expanded into, Car care products, Mercantile, Leasing solutions, Management consulting, Industrial equipment and supplies, IT among other fields. The Group is also a trendsetter in new customer service standards in the face of the ever growing quality expectations.

**2. September 2016 - December 2014**

**Medgulf Construction Co.**

Doha, Qatar,

**Designation: Sr. Engineer- Civil**

**Project:**

**Construction of Commercial Complex and Showroom Building (2B+G+M+F+Roof)**

Construction of Commercial Complex and Showroom Building and Infrastructure work for Chevrolet at Doha, Qatar.

**Project Cost: QR.250 Million.**

**Responsibilities:**

- Handling and Executing Site activities
- Preparing Daily reports in regards to Productivity achieved and required

- Planning resources according to Baseline Program
- Planning weekly activities along with responsibilities
- Forecast materials and issue requirements
- Technical co-ordination work between Sub contractor and Consultants
- Preparation of Technical & commercial comparison of subcontractor Quotations
- Shop drawing submissions and their approvals
- Material submittals to be approved from consultants.
- Checking of quantities and sub-contractor Payment invoices
- Variation Claims.

**3. November 2014 - June 2010**

**Jones Lang Lasalle**

Lower parcel, Mumbai.

**Designation: Manager, Projects and development services**

**Project:**

**Kotak Mahindra Bank:** October 2011 – December 2014

This is a lead certified brown field project, Global headquarters for the bank with an area of 200000 sqft. Located in Bandra Kurla complex. The cost of the project is around 170 crores. Working as a manager on the project since October 2011.

**Responsibilities:**

- Project Management including of project planning and scheduling, client and vendor Coordination, Resource management, Risk management and project control for civil And Interior of the project.
- Complete façade management from review of drawings and details, obtaining approvals, negotiation, resource management, scheduling, vendor coordination and project control.
- Construction management for civil construction and structural works required for retrofit.
- Value addition with respect to time, cost and quality.

**Project:**

**ANA Reality:** June 2011 – September 2011

Residential cum commercial project with an area of 290224 sft located in Mumbai. The estimated cost of the project was around 200 crores. Working as a manager on the project.

**Responsibilities:**

- Preconstruction activities Including vendor development and prequalification, budget estimation, macro level project scheduling and planning, tendering for civil construction activities.
- Design Management and coordination for statutory approvals
- Case studies of surrounding

**Project:**

**Hindustan Unilever:** June 2010 – May 2011

Office for Hindustan Unilever in Mumbai with an area of 48000 sft. The cost of the project is

around Rs. 20 crores. Working as a manager and handling all activities on the project.

**Responsibilities:**

- Project Management including of project planning and scheduling, client and vendor coordination, Resource management, Risk management and project control for civil and interior of the project.
- Value addition with respect to time, cost and quality.
- Cost management including bill certification and cost control.
- Closeout and snag management

**About the organization:**

Jones Lang LaSalle(JLL) is a financial and professional services firm specializing in real estate services.

With an in-depth understanding of local cultures, regulations and business drivers, they help clients effectively complete a wide variety of project types across industries.

**4. May 2010 – February 2008**

**Al Sahel Contracting Co.**

Dubai, U.A.E.

**Designation: Project Engineer, Construction.**

**Projects:**

- Private Commercial Tower 3B+G+3P+25+Roof, M/S CLOVER TOWER in BUSINESS BAY in Dubai, U.A.E. Project Cost - AED 210 million
- Private Residential & Commercial Tower 6B+G+34+Roof, M/s AL SAQRAN TOWER in JUMEIRA LAKE TOWERS in Dubai, U.A.E. Project Cost - AED 230 million
- Private Residential & Commercial Tower 2B+G+32+Roof, M/S ROYAL OCEANIC TOWER in DUBAI MARINA in Dubai, U.A.E. Project Cost - AED 150 million

**Responsibilities:**

- Handled Team of Site Engineers & other construction Staff & workmanship for executing designs, drawings and rules and instructions in the departmental codes, manuals, technical circulars etc. in force from time to time
- Planned, analyzed & conceptualized the basic requirements while setting up the technical infrastructure of the project, reviewing all the project proposals
- Executed the contracts in consistent with contract & procurement policies/ procedures
- Handled the quantity calculations for Sub-Contractor Bills
- Liaised with external agencies, clients & consultants for determining technical specifications, approvals for execution & obtaining on-time clearances. Oversaw the inventory requirements and the Bill of material at tender & executing stage

**About the organization:**

Al Sahel Contracting Company (ASCC), a member of the Khalifa Juma Al Nabooda group of companies, aims to implement approaches and systems in line with ISO 9001:2000 that lead to the establishment, monitoring and periodic review of objectives.

5. February 2008 - December 2007

**Ganpati Township Ltd.**

Bathinda, India.

**Designation: Site Engineer, Projects**

**Projects:**

- Commercial Mall, 2B+G+7, M/s City Mall. Project Cost – 100 Crores

**Responsibilities:**

- Responsible for setting out & marking grids of plot
- Handled Site works i.e. Formwork, Steel & Concrete & prepared daily reports and site measurements
- Handled and led a team of Supervisors to complete the project on time.

6. October 2007 - February 2006

**Al Liwan contracting Co.**

Dubai, U.A.E.

**Designation: Site Engineer, Projects**

**Projects:**

- Private Residential Villa, B+G+1, M/s Griffindale Villa. Project Cost - AED 30 million

**Responsibilities:**

- Responsible for setting out & marking grids of plot
- Handled Site works i.e. Formwork, Steel & Concrete & prepared daily reports and site measurements
- Handled and led a team of Supervisors to complete the project on time

7. February 2006 - June 2005

**Untech Limited**

Gurgaon, India

**Designation: Trainee Engineer, Projects**

**Projects:**

- Private Residential Towers, 2B+G+16+ 2 penthouse, Project Cost – INR 2 billion

**Responsibilities:**

- Responsible for setting out & marking grids of plot
- Handled Site works i.e. Formwork, Steel & Concrete & prepared daily reports and site measurements

**Certifications:**

**Project Management Professional (PMP)**, Certified through Project Management Institute (PMI), 2018

Pursuing PMI-SP.