

# Mithun Greenol

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## Summary

Experienced project coordinator with a demonstrated history of working in the building construction industry. Skilled in construction management and procurement graduated from Heriot-Watt University.

## Experience

### Deputy Operations Manager - Projects

INDEL Corporation Private Limited, Kochi

Jan 2018 - Sep 2018

#### Description

- Point of contact in-between holding company and subsidiary project organisations
- Scrutiny of project progress reports and MIS report preparation
- 3 week lookahead planning and scheduling
- Weekly cash flow forecasting and cost monitoring
- Subcontractor and supplier interim bill certification

#### Projects

- Construction of hostel block A,B,C& D under Phase-V development, IIM Kozhikode. Project organisation: Planex Projects and Construction Private Limited
- Combined water supply scheme to 295 quality affected habitations and 315 wayside habitations in Sirkali, Kollidam, Sembanarkoil and Mayiladuthurai unions in Nagapattinam District. Project Organisation: Paradigm Tunnelling Private Limited

### Assistant Manager - Projects and Procurement (Client side)

INDEL Corporation Private Limited, Kochi

July 2013 - Sep 2016

#### Description

- Point of contact between client, designers, consultants, trade contractors and suppliers
- Procurement of subcontractors and suppliers
- Coordination of commercial and contractual negotiation
- Issue of purchase order, work order, change order
- Working in matrix organisation structure and close coordination with the finance department
- Performance monitoring of contractors and suppliers
- Material logistics coordination

#### Projects

- 'Distrikt-9 Hotels and Resorts' - 5 Star Hotel construction project at Palakkad, Kerala (2014-16)
- 'INDEL Corporation HQ Building' - Office Building project at Kochi (2013-15)
- 'Aladin Advertising' - Office + Audio Recording Studio Fit-Out project at Kochi (2014-15)
- 'Indel Yamaha' - Motorcycle showroom & service centre construction at Kochi (2013)
- '23 Gates' - Residential villa project at S. Kalamassery, Kochi (2013-15)
- 'Maxx Inn' - Restaurant Renovation project at Angamali (2013)
- 'M-Star Satellite Communications' - TV studio construction project at Kakkanad (2013-14)

## **Project Coordinator (Electrical Contractor Side)**

Emirates Electro Electrical Installations, Abu Dhabi

June 2011 - June 2013

### **Description**

- MV, LV & ELV electrical subcontracting bidding process
- Liaison with Abu Dhabi Distribution Company (ADDC)
- Coordination with consultants and main contractor
- Material purchase and site execution coordination

### **Major project**

Electrical and ELV works coordination at Empost building project, Khalifa City-A

## **Project Engineer (Main Contractor Side)**

Planex Projects and Constructions Private Limited, Kochi

Sep 2009 - May 2011

## **Education**

### **Heriot-Watt University, Edinburgh, UK**

MSc Construction Project Management, 2016-18 (RICS & CIOB accredited)

### **University of Calicut, Kerala, India**

B.Tech. Electrical and Electronics Engineering, 2005-09

### **CNN Higher Secondary School, Thrissur, Kerala, India**

Higher Secondary School Leaving Certificate

### **Govt. Technical High School, Thrissur, Kerala, India**

Technical High School Leaving Certificate

## **Key academic course works**

- MSc. Dissertation: Lean implementation barriers in India
- IT Literature review paper: Mobile computing for on-site construction information management
- Value and Risk Management report-CitizenM Hotel construction project
- NEC3 & FIDIC conditions of contract - Client advice report - Hospital Development Project
- Procurement Route Selection Advice Report - Railway Station Development Project

## **Skills**

Construction Management  
Procurement  
Planning and scheduling

Subcontractor management  
Supply chain management  
Document management

Cost management  
Quantity surveying  
Lean construction

## **IT Skills**

MS Office  
MS Project

AutoCAD  
Primavera

Merlin Project  
BIM 360

Revit

## **Languages**

English

Hindi

Malayalam

## **Personal Details**

Nationality: Indian  
Native: Kerala  
Year of Birth: 1984

Visa Type: Business Visa