**NILAY “BOBBY” JHAVERI**

**(U.S. Citizen)**

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###### SUMMARY

Certified Project Management Professional with proven strategic and tactical leadership abilities. Turnkey project management of Commercial, Hospitality, Healthcare, Industrial and Oil and Gas projects. Expert at developing estimates, budgets, tendering, negotiating contracts, controlling design, cost and schedule. Possesses business development skills including managing stakeholders and optimally allocating resources with keen sense of urgency without compromising quality and safety. Provide guidance and advice to Owners, Developers, Investors, Consultants and lead Contractors.

EXPERIENCE

**Paxon** (Contract) **April 2018 - Present**

# Sr. PROJECT MANAGER

· Oversee and guide all departments including Land Planning, Engineering, Estimating, Planning, Scheduling,

Environmental, Permitting, Construction, I & R, Testing and Inspections, Clearance and all governmental entities

· Initiate and schedule kick off meetings with all departments and align resources to design per the established charter

within budget and schedule

· Lead all stakeholders to issue deliverables and perform per the requirements

· Review deliverables prior to issuing them for bidding or negotiating direct contracts with Contractors and Consultants

· Supervise the complete implementation of all work on site with the Construction, I & R, T & I and Clearance teams

· Negotiate with 3rd party Clients and Owners for work to be conducted on their properties and assets

· Analyze all design deliverables with compliance with codes, charter, solicited bids, safety and other local regulations

· Coordinate all permits, change orders, variations, payments, closeout and handover

**Louis Berger International** (Contract) **Nov 2016 - Feb 2018**

# PROJECT DIRECTOR / OWNER’S REPRESENTATIVE

· Turnkey Project Management of project from inception to completion

· Provide leadership to Contract, Risk, QAQC, HSE, Procurement, Resource, Planning and Schedule management during

all phases of the project

· Develop RFPs, detailed Scope of Works, BOQs, and tender documents, solicit bids from Contractors and Consultants

· Analyze tenders received and issue final reports to Clients with Objective, Methodology, Analysis and Recommendation

· Monitor performance of stakeholders during Preconstruction, Construction and Defects Liability Period

· Provide guidance to all stakeholders during development of Concept, Schematic, Detailed, Tender, Construction design

phases within the budget and schedule parameters set by Feasibility studies

· Assist stakeholders in evolution of design documents to comply with the local, client, budget and project requirements

· Negotiate and implement contracts, variations, change management, risks with stakeholders through closeout

· Oversee preparation and check tender packages, contract documents, invoicing, VOs, registers, logs and reports

· Delegated Client representative duties for the entire life cycle the project with continuous updates to Client

· Interview, hire, conduct performance evaluation and delegate responsibilities for all stakeholders on the project

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· Provide custom solutions to Client by mitigating changes to budget, schedule and quality for the project

· Lead stakeholders by planning and scheduling tasks and avoid bottlenecks that will impact project cost and schedule

**WorleyParsons – Kuwait Oil Company** (Contract) **Nov 2011 – Feb 2016**

# PROJECT MANAGER / OWNER’S REPRESENTATIVE

· Master planning, design development and project management of Oil and Gas, Telemetry and Infrastructure projects

with renewable energy such as 6800 solar panels, RTUs, fiber optic cables, control rooms including Information

Technology space design, IDF, MDF and Data Centers

· Develop PMP, PEP, schedule and interview and screen, interview and approve staff per the organization chart

· Develop and implement tender documents, master schedule, project measurement and document control systems

· Chair all meetings, issue meeting minutes and prepare reports for Executive Management and Client. Assign and

delegate responsibilities to all members of the team and coordinate with all stakeholders. Conduct performance reviews

of all staff and report to Sr. Management and Client on all issues

· Conduct workshops to resolve issues related to design, engineering, construction, risk, HSE, claims and payments.

Develop and conduct presentations, reports for all stakeholders during all phases of the project life cycle

**Hill International** (Contract) **Jul** **2008 – May 2011**

# PROJECT MANAGER / OWNER’S REPRESENTATIVE

· Master planning and project management of construction of 1.75 BN USD Barwa Financial District Project (9 high rise

office towers, 5 star hotel, retail, substation, prayer hall, RTUs, fiber optic cables, control rooms including Information

Technology space design, IDF, MDF and Data Center)

· Master planning and design development of an iconic ‘U’ shaped $500MM Ur Street Project - Mixed use development

designed by Phillip Starck (France) - 2 towers – 20 story – Hotel, Apartments, Retail, Office and Commercial

development in the Education city of Doha for Barwa, Villa Moda and Qatar Foundation (Established by *Her and His*

*Highness of Qatar*) – 2.5 BN QR and 160 MM QR - Private Beach Villa for Her Highness of Qatar

· Manage design, tenders, prime and sub contractors, construction, estimating direct and indirect project costs,

preparing construction schedule, phasing, logistics, sequencing plan and ramping up staff for the project

· Forecast budget and schedule and supervise, instruct, guide, coach and manage all internal and external clients and

consultants and control safety and quality. Assist in hiring and supervision of multicultural staff for the project. Advise

client in dispute resolution, forensic investigation and mitigate damage due to changes throughout the project

**Duke Realty Corporation** (Full-Time) **Jul** **2005- May 2008**

# PRECONSTRUCTION MANAGER

· Analyze real estate sites for development against ROI for commercial or industrial use. Master planning of all available

site to make optimal use of real estate by increasing rentable space.

· Plan, coordinate and assemble major bids, proposals for a speculative development, general contract or design build

projects. Estimate and budget, commercial and industrial, speculative and third party projects ($2MM - $45MM)

· Responsible for estimating direct and indirect project costs, preparing construction schedule, phasing, logistics and

sequencing plan.

· Successfully lead project teams through site acquisition, design, bidding, contract negotiations, construction and project

completion.

· Conduct post-bid review meetings and successfully transfers knowledge to the on-site project team

**Omega Design/Build Group L.L.C.**  (Full Time) **Sep** **2002- May 2005**

##### PROJECT MANAGER / OWNER’S REPRESENTATIVE

· Master planning of all hospitality projects from inception to completion. Performed due diligence on potential business-

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to-business relationships before awarding contracts and purchase orders to contractors ranging from $2K to $2MM.

· Ability to effectively manage the bidding process, awarded / maintained contracts, purchase orders, inventory control

systems, job costing systems and administered cost management for several projects simultaneously

· Negotiated and managed a total of over $20MM in contracts for several concurrent projects through competitive

bidding and negotiations, which generated 5%-10% profit for the organization

**Started MBA** **Jun** **2001**

**Columbia Sussex Corporation** (Full – Time)  **Apr 1996 - May 2001**

PROJECT MANAGER / OWNER’S REPRESENTATIVE

· Planned and directed new, renovation and conversion of hospitality projects ($2MM- $50MM) from inception to

completion. Master planning of projects from inception to completion and assembling teams for different phases.

Solicited and analyzed competitive bids, negotiated and awarded contracts and hired qualified contractors

· Managed $5 - $10MM portfolios of Holiday Inn properties in Dayton, Springfield, Louisville, and Chicago, Crowne Plaza

in St. Louis, $8MM, $29MM and $42MM high rise Marriott portfolios in Baton Rouge, Phoenix and Dallas respectively

· Coordinated multiple design teams to meet client’s requirements while ensuring conformance to local regulatory

requirements. Verified progress of projects and processed pay applications for approval

**Deerfield Construction Company** (Full-Time) **Sep 1994 – Mar 1996**

ESTIMATOR

· Planned and prepared complete estimates for projects during the bidding phase and forecasted GMP as required

**Messer & Sons Construction Company** (Full-Time)  **Jul 1992 - May 1994**

FIELD ENGINEER

· Budgeted a $7MM dollar project of a hospital and successfully obtained low bid. Assisted in construction of $74MM

University of Cincinnati’s Children’s Hospital and parking garage

EDUCATION and CERTIFICATES

**M.B.A**.**,** - University of Cincinnati, Cincinnati, OH - U.S.A  **Jun 2004**

**M.S.,**  Civil Engineering - University of Cincinnati, Cincinnati, OH - U.S.A  **Jun 1992**

**B.E.,** Civil Engineering - Karnataka University, Dharwad, India  **Jun 1988**

**UPDA / MMUP** – Grade A Certification – Qatar **Aug 2017**

**Project Management Professional –** PMP Certification – U.S.A **Jan 2009**

**Primavera P6** – Madras Management Institute – Doha, Qatar **Sep** **2009**

**Planning and Scheduling Professional** – PSP - Madras Management Institute – Doha, Qatar **Jun** **2009**

#### INTERNATIONAL STUDIES

**International Business Studies**

Johannes Kepler University - Linz, Austria  **Spring 2003**

University of Economics – Prague, Czech Republic

Ecole Supérieure de Commerce – Toulouse, France **Fall 2003**

Escuela Superior Europea de Comercio – Barcelona, Spain

###### COMPUTER EXPERTISE

Microsoft Office, Primavera – P6, Suretrak, Microsoft Project, WinEST, ACT, Gradebeam, ISQFT, Aconex

**SKILLS**

Contract Negotiation Contract Negotiation Budgeting & Forecasting Cost Control/Cash Flow Management

Dispute Resolution P & L Planning & Scheduling Relationship Management