

# **SANJU SURENDRAN**

**Project Manager : Steel Structure & Interior Fit out**  
**Mob: +971564701029. Email:sanjusg958@gmail.com**

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## **Strengths**

1. Excellent communicator
2. Very knowledgeable in the construction industry and all applicable federal, and local ordinances
3. Skilled in planning, organization and time management
4. Great track record in efficiency and maximization of profits while keeping costs at a minimum
5. Resourceful and flexible
6. Able to meet deadlines
7. Confident and reliable at all times
8. Great problem-solving skills
9. Can comfortably manage any construction activity
10. Able to make sure that all the project requirements have been met in regard to cost, quality, and safety

## **Experience:**

### **H&A ENGINEERING SERVICES ,BUSSINESSBAY DUBAI**

**Position : Sr.Project Manager**

**Duration: currently working**

#### **Ongoing Projects:**

Secondary steel works at Abu Dhabi Airport (Client-Deemah Stones )

Secondary steel works at Burjeel medicity Abu Dhabi (Client -Teejan contracting)

MEP works for Mosque 1,2,3 Emirati Housing Authority ( Trojan contracting)

#### **Role and Responsibility**

Coordinate internal resources and third parties/vendors for the flawless execution of projects

Ensure that all projects are delivered on-time, within scope and within budget

Ensure resource availability and allocation

Develop a detailed project plan to monitor and track progress

Manage changes to the project scope, project schedule and project costs using appropriate verification

Report and escalate to management as needed

Manage the relationship with the client

Perform risk management to minimize project risks

Establish and maintain relationships with third parties/vendors

maintain comprehensive project documentation

Meet with clients to take detailed ordering briefs and clarify specific requirements of each project

Track project performance, specifically to analyze the successful completion of short and long-term goals

Meet budgetary objectives and make adjustments to project constraints based on financial analysis

Develop comprehensive project plans to be shared with clients as well as other staff members

Perform other related duties as assigned

### **COMPANY NAME: CAPITAL GROUP (MEDIA CITY) DUBAI**

**Position : PROJECT MANAGER**

**Duration : JULY 2015 TO 2018**

## **Roles and Responsibility Capital Group**

Complete control of all projects within the Group  
Tender invitation and negotiation on project value  
Payment approval and further management requirement related to projects  
To get the required approvals from government authorities  
Overseeing all project activities both on-site and off-site and making sure they are completed as per the schedule  
Performing daily inspection of any construction activity to ensure it conforms to the approved plans  
Coordinating with the client, and designers  
Obtaining approvals and any required permits for new projects  
Ensuring that all construction plans conform to the customer expectations  
Approving invoices from sub-contractors and vendors  
Project handover to group company operations respectively.

### **Structural Jobs (capital Group):**

Jamaica blue ware house at Al qouz.  
D54 ware house at IMPZ  
Construction of proposed ware house at D11&12 plot SAIF ZONE

### **Fit out Jobs (Capital Group):**

American Hospital Jamaica blue fit out  
Flora Al barsha Hotel Jamaica blue fit out  
MBC channel media city Jamaica blue fit out  
IBN Battuta mall Tunisia court Jamaica blue fit out  
Loft office 2 media city Jamaica blue fit out.

**COMPANY NAME: ENGINEERING INDUSTRIAL PROD . (RAK – UAE)**

**Position : Sr.Project Engineer**

**Duration: JULY 2013 TO 2015**

### **Projects:**

1. Ras al khaimah white cement extension.  
(Noora –Ras al khaimah white cement)- Client
2. Techno Hub office @ silicon oasis –structural works  
(Silicon Oasis head Quarter)
3. Petroleum institute research Centre and staff accommodation-structural works. Abu Dhabi  
(Adnoc) -client.

**Sr.Project Engineer:-** Budget monitoring and trend tracking, planning, scheduling, conducting and coordinating the technical and management aspects of projects.

### **DUTIES AND RESPONSIBILITIES:**

- Project engineering schedules and forecasts.
- Coordination and checking of engineering deliverables.
- Monthly project status reports and change orders.
- Assist in the preparation of engineering project proposals.
- Participating in Client/contractor meetings and resolving Client/engineering and Management project issues
- Review and approve project Client invoices
- planning, scheduling, conducting and coordinating the technical and Management aspects of projects.

**COMPANY NAME: HITECH STEEL INDUSTRIES [A MEMBER OF HITECH GROUP OF COMPANIES]  
UAE**

**POSITION: PROJECT ENGINEER**

**Duration:** July 2012 to 2013

**PROJECTS:**

1. SCHOELLER AND BLECKMANN OILFIELD .PROPOSED OFFICE AND WAREHOUSES (CLIENT-SCHOELLER AND BLECKMANN)- JABEL ALI FZ DUBAI
2. CB AND I. PROPOSED 11 CAMPUS WARE HOUSES AND STRUCTURAL STAND BY (CB&I)-JAFZA FZE DUBAI
3. SIJI TYRE SPECTRUM COMMERCIAL BUILDING MEZZANINE (SAIF BIN DARWISH) SIJI FUJAIRA
- 4.PROPOSED SCHOOL BUILDING (GOVERNMENT OF DUBAI KNOWLEDGE FUND ASSOCIATION)

**COMPANY NAME: CLEVELAND BRIDGE & ENGINEERING M.E (PVT) LTD, UAE**

**POSITION: Site Engineer**

**Duration:** since 2010 to 28/5/2012

**PROJECTS**

1. DUBAI INTERNATIONAL AIRPORT CONCOURSE 3
2. SHEIKH HAMDAN DUBAI SPORTS COMPLEX.
4. **INVENTORY AUDIT for Commercial Department (annual assessment)  
Reporting to Commercial Manager, 2011-2012**

**DUTIES AND RESPONSIBILITIES:**

- Physical assessment of material and component inventory from material and stores department.
- Tallying of inventory with previous annual inventory audit report.
- Audit of stock on on-going projects by liaising with the respective project managers.

**5.PRODUCTION PLANNING (miscellaneous projects)**

**Reporting to Engineering Department Manager, 2012**

**DUTIES AND RESPONSIBILITIES:**

- Receiving drawings from drawing office.
- Preparing material requirement for the drawing.
- Raising material indent for the drawing.
- After receiving the material feeding to shop for fabrication
- Following fabrication ,painting and dispatch

**COMPANY NAME: SHREE DHANYA CONSTRUCTIONS, India.**

**POSITION:** JR. SITE ENGINEER.

**Duration:** 2009 Sept to Jan 2010.

**Projects:** SHREE DHANYA APEX AND PLANETEX

**COMPANY NAME:PROMAG CONSULTANCY, India**

**POSITION:** TRAINEE QUALITY CONTROL INSPECTOR.

**Duration:** 2009 May to Aug 2009

**PROJECT:** TECHNO PARK 2 (SEVEN INFOSYS CAMPUS)

**EDUCATION:**

Diploma in Civil Engineering,

Aggregate percentage: 72%

Institution: Noorul Islam polytechnic college, India

CNC Programming- Reddy institute of technical education Bangalore

**Software Skill:**

MS PROJECT

AUTOCAD

MS-OFFICE

CNC -PROGRAMING

**Personal Details:**

D.O.B – 20/05/1986

Marital status- Married

Nationality – Indian

Language known – English, Hindi, Malayalam, and Tamil

**Home address:**

Sarojini nivas kulathoor

Uchakkada (p.o), neyyattinkara

Thiruvananthapuram, Kerala

India.

MOB: **00919961324393(India)**

**PASSPORT DETAILS:**

PASSPORT NO: H6427613

DATE OF ISSUE: 27/10/2009

DATE OF EXPIRY: 26/10/2019

**Declaration:**

I hereby declare that the above information is correct with best of my knowledge.

**Sanju Surendran.**