



Professional Profile

Senior Management professional/ Project Planning & Contracts Administration Expert/Senior Project Planner – offering 9+ years of experience

Aiming for senior level assignments with an organization of high repute that will accomplish both personal and professional goals
 Enjoys a high capacity to learn new skills whilst objectively seeking new challenges, responsibilities & ways to develop an already extensive array of professional experience; strong communication, & problem solving skills coupled with multitasking abilities
 Accomplished professional offering skills in Project Management, Planning, Contracts Administration, Project Monitoring & Scheduling in India & GCC.

Expert skills in developing monitoring & updating the project management plan in various Project Scenario. Dexterously coordinated with Project, Design, Procurement and top management of Client and Contractor Organization in Initiating, Planning, Executing & Closing Phases of Projects

♦ **Meticulous project management & Contracts Administration Professional with a performance driven experience of working on numerous engagements geared towards improving performance of companies through efforts in:**

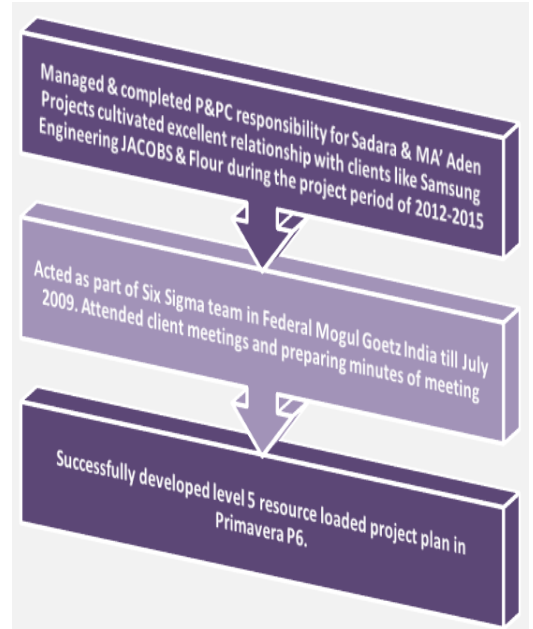
Delivering projects against agreed scope, budget & expectations ~ Escalating promptly any issues that impact operations ~ Managing expectations by ensuring delivery of highest quality service ~ Managing projects in various environments ~

Profile Summary

- ↳ **Profile:** High-impact professional accustomed to demonstrate abilities and exposure in conducting tasks related with project operations team. Expert skills in planning, scheduling & administering contract, projects program. Managing day-to-day operational aspects of work by effectively applying methodologies that enforces project standards and by minimizing exposure and risks on projects
- ↳ **Career Contour:** Presently working with Dadabhai Construction as Senior Engineer Planning & Business Development. Trusted service record with Ramsis Engineering, Sadara, Ma'aden Alcoa Projects, as Planning Engineer
- ↳ **Expertise:** Proven skills in handling the project activities from conceptualization to execution including specifications, approval, reporting, progress monitoring and manpower planning. Leverage skills in ensuring that client needs and project manager requirements are met in a timely and effective manner
- ↳ **Proficiency:** Adept at developing, implementation and execution of workable solutions that bring about simplicity of Operations in the required field. Managed the entire process in the planning of project activities, ensuring effectively-functioning processes to avoid costly delays and lost opportunities.



Professional Highlights & Skills



■ Expertise In

Project Management | Strategic support & Business Development | Project Planning & Scheduling | Project Monitoring & Control | Relationship Management | People Management | Process Improvements | Team Coordination | Resource Optimization | Problem Solving | Quality Control | Budget Management | Leadership Acumen | Project Risk Management | Project Reporting | Project Investigation | Final Invoice Verification | Estimation | Resource Management | Client Management | MEP Project Plan | Time Management

Leadership Skills & Personality Traits:

- People engagement specialist utilizing logical and creative approaches to work while presenting specialist information to non-experts in an understandable form; a natural leader with high degree of flexibility and a proven ability in managing large teams
- Capable of leading large, cross-functional and multi-disciplinary teams while achieving goals & business objectives in time-sensitive environments
- Effective and accountable in high-profile executive roles: Overcome complex business challenges and make high-stakes decisions using experience-backed judgment, strong work ethic and irreproachable integrity

Key Highlights

- Dexterously managed & completed P&PC responsibility for Sadara & MA' Aden Projects cultivated excellent relationship with clients like Samsung Engineering, JACOBS & Flour during the project period of 2012-2015
- Worked with boiler construction for Adani Power with Jass Industrial Engineering Pvt. Ltd from 2009-2012. Part of Six Sigma team in Federal Mogul Goetz India till July 2009
- Successfully developed level 5 resource loaded project plan in Primavera P6.
- Reviewed and discuss project method of statement, methodology and overall strategy with Project Manager, Construction Manager, Commercial Manager and Planning Manager
- Attended client meetings and preparing minutes of meeting. Reviewed all required reports to review the project schedule/plan against actual implementation situation

Competence Displayed

Delivering best possible results for the organization, and showing determination, resourcefulness and a sense of purpose

Establishing programs on continuous workforce development including setting priorities for improvement actions, and establishing a culture of excellence

■ Career Review

2018- at Present with Dadabhai Construction Co. W.L. L, Bahrain, Senior.Engineer Planning & Business Development-Corporate Job

Key Deliverables

- **Strategic Planning & Business Development:** Being part of the Higher Management Circle, participated in strategic planning and business development plans by envisaging the current Market trends and risks. Ensuring all business operations adhere to, and complies with corporate governance, statutory standards and others requirements.
- **Project Management:** Delivering support in preparation of project schedule, work plans. Tracking project progress including procurement activities while facilitating progress review meetings with consultants and top management. Developing monitoring & updating the project management plan.
- **Project Planning & control:** Accountable for reviewing all required reports to review the project schedule/plan against actual implementation situation. Reviewing and discussing project method of statement, methodology and overall strategy with Project Manager, Construction Manager, Commercial Manager
- **Client Management:** Make sure that client needs and project manager requirements are met in a timely and effective manner. Communicate with the Project Manager, Construction & Other team members about slippage potential claims information affecting the progress.

2017- 2018 with Ramsis Engineering Co. W.L. L, Bahrain, Senior. Project Planner

Project Title: Alba Line Expansion Project

Key Deliverables

- **Project Management:** Delivering support in preparation of project schedule, work plans. Tracking project progress including procurement activities while facilitating progress review meetings with consultants and top management. Developing monitoring & updating the project management plan. Develop level 5 resource loaded project plan in Primavera P6.
- **Project Planning & control:** Accountable for reviewing all required reports to review the project schedule/plan against actual implementation situation. Reviewing and discussing project method of statement, methodology and overall strategy with Project Manager, Construction Manager, Commercial Manager and Planning Manager
- **Client Management:** Make sure that client needs and project manager requirements are met in a timely and effective manner. Communicate with the Project Manager, Construction & Other team members about slippage potential claims information affecting the progress. Actively attend client meetings and preparing minutes of meeting
- **Project Reporting:** accountable for project reporting of daily, weekly & monthly report for client and top level management. Preparing plan vs. actual 'S' curves and accountable for earned value management and productivity reporting.
- **Liaison & Coordination:** Coordinating with various professionals and maintaining all the necessary documents; assisting with high severity requests as needed. Coordinate with other departments to insure that contractual obligations and commitments match our scope, actual capacity, and capability
- **Quality Services:** Managing the implementation of best practices in all relevant business functions ensuring fulfillment of business requirements while delivering quality service in line with company vision, mission and strategy.
- **Team Management:** Mentoring and training members to enable them to perform effectively. Creating and sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst team members. Spearheading planning and project control team of 20+ personnel in Bahrain Location.

2016 – 2017 worked as Project Management Consultant in India

Key Deliverables

- Delivered full support to Sri Chakra Ventures Ltd. For their project development including initial project planning, estimation and costing. Collaborated with Project, Design, Procurement and top management of Blue Star Ltd and CBRE in order to develop MEP Project plan for Sands InfinIT Projects in 2017.
- Prepared level 4 project schedule in MS Project. Coordinated and conducted project meetings between CBRE & Blue Star Ltd. Progress review and delay analysis. Contributed to team effort by accomplishing related results as needed.
- Supervising entire operations ensuring timely execution while adhering to company's guidelines. Identifying and implementing process improvements to increase efficiency and accuracy. Guiding & mentoring team members in accomplishment of objectives; improving the team performance through counseling, skills enhancement.
- Accountable for maintaining continuous alignment of operations scope with strategic objectives and providing recommendations to modify & enhanced effectiveness toward strategic intent.

■ Preceding Assignments

2012 – 2015 with Sadara, Ma'aden Alcoa Projects, Saudi Arabia as Planning Engineer

Functioned as planning Engineer with Gulf Asia Contracting LLC for Ma'aden Aluminium and Sadara Project. Actively participated from the bidding stage towards the handing over of project. Attended meetings with clients like Samsung Engineering, Ma'aden management. Participated in contractual dispute resolution and invoice preparation

2009 – 2012 with Adani Power Project, India, Mechanical Planning Engineer

Worked with Petron & Jass Industrial Engineering Pvt. Ltd as billing, costing project monitoring. On site Resource allocation. Directed coordination with construction for onsite activity and drawing revision monitoring

■ Education Credentials

- 2018 PG in Contracts Management from NICMAR-ongoing
- 2009 B.E. in Mechanical Engineering from Anna University.
- 2005 Class 12th from Kerala State Board
- 2003 Class 10th from Kerala State Board

Professional Trainings:

- PMP trained from PMI Approved training institute, 2014
- Primavera P6 Professional V7, R16.2 certified, 2012, 2017

IT Skills: Well versed with Oracle Primavera P6 Professional R16.2, V7, MS Project, MS Office (Excel, Word, Power Point), AutoCAD

■ **Personal Details**

Date of Birth: 09th August, 1987 | **Linguistic Abilities:** English, Hindi, Malayalam and Tamil

~References Available Upon request ~