

Asha Maria Varughese
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13-Jun-2019

Dear Sir/Mam,

I am a Project Planner with eight years of experience. I joined Shapoorji Pallonji & Pvt Co Ltd, India as Graduate Engineer Trainee, after completing B.Tech from NIT Calicut, India, and worked for more than six years. At the time of leaving the organization my designation was Planning Manager. I am well versed in planning project using both Microsoft Project & Primavera.

I have excellent communication skills with the ability to relay information verbally or in writing in a clear and concise manner. I can explain technical terms pertaining to the project to non-technical personal in a way they can understand, so the right course of action can be taken. I also have active listening skills, which is crucial in providing quality work that meets the standards of the company and its clients.

I possess outstanding organizational skills with the ability to make schedules and set deadlines. I have the ability to estimate the time it will take to complete a project and to break that down into weekly and monthly goals. This gives you a clear picture of what must be done to meet the deadline. I have the ability to create a plan that will provide regular updates to ensure each team is meeting their goals and staying on schedule. I have been a part of many high budget projects where I delivered optimum results during each phase of a project.

However my greatest asset likely lies in being able to see the big picture and to plan accordingly as well as being flexible and creative enough to deal with obstacles as they arise. I also know the importance of staying within the budget while maintaining quality work.

Owing to such a vast experience, I have gathered adequate knowledge and skills. In addition, I still try to learn new skills and techniques that can directly or indirectly add to my efficiency.

It would be a pleasure if you could arrange an interview and give me a chance to explain my knowledge and experiences in a better way. I express my gratitude for considering my application and await a positive response.

Yours sincerely,
Asha Maria Varughese

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Manager Planning

Accomplished proactive Civil Engineer with significant experience in, Planning, Budgeting, Costing and Project Coordination. Recognised for strong adherence to safety, ability to work well as team member and leader, with exceptional work ethics. Proven technical, interpersonal communications and training skills. Core competencies and professional strengths include:

Project Scheduling	Project Management	Budget Development
Purchasing	Report Preparation	Time Management
Documentation	Safety Compliance	Team Builder
Broad Spectrum of Perception	Creativity	Risk Management

Academic Background

Certificate course : Certificate course in Construction Contracts Management, NICMAR, India
Graduation : Bachelor of Technology, Civil Engg. (CGPA- 7.4),
National Institute of Technology Calicut, Kerala, India (2006-2010).
A.I.S.S.C.E : C.B.S.E (81.2%), 2002-2004 (India)
A.I.S.S.E : C.B.S.E (79.4%), 2000-2002 (India)

Trainings Attended

1. Indian Institute of Technology Madras Chennai, India: Attended training on Continuing Education Programme on Construction materials, Technology and Management.
2. SP Engineering & Construction Chennai, India: Attended training on MS Project.

Software Proficiency

Primavera, MSP, ERP, SAP, MS Office Utilities, CAD Packages (AutoCAD), STADPRO

Professional Experience

Around eight years of relevant experience in Construction Industry.

1. Shapoorji Pallonji Company Private Ltd, Bangalore, India

Worked from Aug 2010 — Feb 2017 & last Designation held was Manager Planning

Completed ALDEP in 2016.

Duties\ Responsibilities:

1. Scheduling the project based on duration (Master Construction Program)
2. Making of Pre-start estimate based on MCP & Preparation of cost to complete
3. Streamlining the project incorporating the slippage (in terms of time) and extra items (in terms of additional client requirements)
4. Preparation of daily, weekly and monthly progress reports & preparation of Monthly Budget
5. Tracking of MCP by monitoring the work executed
6. Preparation of monthly profit & loss statement
7. Preparation of delay statement
8. Rechecking, certification and preparation of sub-contractor and vendor bill, including cross checking of quantities submitted by sub-contractor
9. Conducting weekly progress meetings
10. Material scheduling and organising the same

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Projects Executed:

I. Assetz MarQ, Bangalore, India.

Project Value : Rs.159.50Cr

Client : Assetz Whitefield Homes Pvt. Ltd., Bangalore, India

Scope : Civil, Structural, Architectural works and other related works for residential development comprising of 4 towers and podium.

II. Pashmina Waterfront Bangalore, India.

Project Value : Rs.157.88Cr

Client : Lily Realty Pvt. Ltd., India

Scope : Civil Structural & Finishing work comprising of two/three levels Basement / Podium and ground floor + 38 Upper floors (five towers using Aluminium formwork for typical 36 floors), inclusive of OHT/ LMR / Helipad / Elevation Treatment.

III. LULU Airport Hotel, Kochi, India.

Project Value : Rs.22.50Cr

Client : LULU Airline Hotel, India

Scope : Civil, Structural & Finishing work of double storied hotel, including external cladding, structural glazing, roads & pavers.

IV. LULU International Shopping Mall & Star hotel, Kochi, India.

Project Value : Rs.415.14Cr

Client : LULU International Shopping Mall Pvt. Ltd., India

Scope : Civil works for shopping mall (B+G+3F), MLCP (B+G) and star hotel (G+18F) including external finishes like cladding works, ACP & structural glazing works, roads & pavers

2. ARM Contracting, Tubli, Bahrain

Worked from Aug 2017 — Jan 2018 & Designation held was Engineer Planning

Duties\ Responsibilities:

1. Multiple site Co-ordination
2. Scheduling the project based on duration (Master Construction Program) and cash flow
3. Preparation of recovery and revised program covering the delays and slippage occurred
4. Preparation of monthly progress reports
5. Material scheduling and coordinating the same
6. Attending Client, Consultant progress review meeting & Coordinate technical meeting with Sub Contractor & Consultant

Projects Coordinated:

I. Car Service Centre & Storage Facility, Tubli, Bahrain.

Project Value : BHD 3.017Million

Client : Khalil Bin Ebrahim Kanoo, Bahrain

Consultant : MSCEB, Bahrain

Scope : Civil, Structural, Architectural works and other related works for Commercial building of G+2 including Mezzanine Floor.

II. New Technologies Workshop, Tubli, Bahrain.

Project Value : BHD 1.095Million

Client : Ebrahim K Kanoo B.S.C, Bahrain

Consultant : MSCEB, Bahrain

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Scope : Civil, Structural, Architectural works and other related works for Commercial building (Workshop) & ancillary building.

III. *Al Gosaibi Office Building, Hoor, Bahrain.*

Project Value : BHD 2.100Million

Client : Safeen Properties, Bahrain

Main Consultant: Omrania & Associates, Bahrain

Sub Consultant : Tameer Engineering, Bahrain

MEP Consultant: GEMAC, Bahrain

Scope : Civil, Structural, Architectural works and other related works for Office building of 10 storeys

3. **Royal Associates, Cherthala, Kerala, India**

Worked from Jan 2018 — May 2019 & Designation held was Engineer Planning

Duties\ Responsibilities:

1. Scheduling the project based on duration (Master Construction Program)
2. Preparation of recovery and revised program covering the delays and slippage occurred
3. Preparation of monthly progress reports and monthly budget
4. Material scheduling and coordinating
5. Preparation of cash flow

Project Executed:

I. Community building at Thycattuserry Panchayat, Cherthala, India.

Project Value : Rs.10.00Cr

Client : Thycattuserry Panchayat, Cherthala, Kerala India

Scope : Civil, Structural, Architectural works and other related works for Community building (G+5).

Personal Background

Date of Birth : 08-Jun-1987

Language Proficiency : Malayalam, English, Hindi

Passport Number : P4775474

Nationality : Indian

Date : 13-Jun-19

Place : Bahrain

(ASHA MARIA VARUGHESE)