

Shashi Ranjan Kumar

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An experienced, disciplined, and highly-motivated project officer with more than 5 years of experience in various domains including Project engineering and management, planning, estimation & execution of Fit-out projects. An accomplished and fluent communicator with strong investigation, eye to detail, problem-solving and decision-making skills, combined with a pragmatic approach and sound business acumen with strong track record of personal commitment of achieving success for my clients and for my company.

I am an active Member of Charter Institute of Building, UK (CRM:00490004276) and a Certified Associate in Project Management (CAPM Number: 1876452) by PMI,USA looking for a position in project management to leverage professional competencies and experience and achieve business goals and objectives.

Employment History:

1. Havelock One (Interior Solution), Location – Kingdom of Bahrain – Since June 2016

S.No.	Project Name	Project Description	Client	Position
1	Jumeirah Royal Saray Hotel – Seef, Bahrian	We were tasked by client to deliver the turnkey fit-out for 50 King guest rooms, only excluding the FF&E package. Our scope covered wall, floor and ceiling treatments, decorative A/C grills in addition to special glazing and joinery works, involving extravagant yet classy materials and finishes such as decorative armour coating, gold leafing, stainless steel and brass components as well as quarter-cut American walnut. Due to the fast-track nature of the project and the ample array of specialist materials, coordination and planning were paramount to the successful and timely implementation.	Seven Holdings	Initially started off with the Graduate trainee engineer & Later became the Project Officer
2	Magic Planet Entertainment centre – The Avenues, Bahrain	The fast-track project features some of the most innovative designs that had to be translated into practical solution, in close relationship with manufactured item by factory. There were major logistical and design challenges, including a complex procurement programme and the venue's unique floor plan matched with a soffit height of more than 80 ft. requiring scaffolding and a detail-oriented project management. However, with our pro-activeness and thoughtful approach, the project had been successfully completed in no more than 90 days.	Majid Al Futtaim	Project officer
3	Texas Road House Restaurant – The Avenues, Bahrain	Texas Road House have elevated my experience in the fine dining segment. In my first of this kind project at The Avenues – Bahrain, the design featured corrugated sheet, Pine lumbers, Oak stained floor and up to 50 signages. The installation of the ceiling features demanded a high level of coordination and accuracy. At the same time, the	Alshaya	Project officer

		double height ceiling called for the erection of scaffolding to provide access for the ceiling works		
4	400 Gradi Restaurant – The Avenues, Bahrain	Our scope included manufactured supply and installation of all joinery items, including banquette seating, wooden door, windows, host stands, POS counters, waiter stations, vanity and office desks. Furthermore, the fit-out scope included all MEP work, wall, ceiling and column finishes, in addition to the shop front area. Chiller and freezer rooms, large wood-fired ovens and an open show kitchen were the specialised scope to showcase and enhance my speciality in F&B Sector.		
5	Al Zain Jewellery Retail Store – Seef Mall, Bahrain	Based on various meetings and workshops, We re-specified all items and created a design concept for the interiors, exteriors and MEP matching the refined identity of the brand. We then executed the fit-out, using materials such as marble, porcelain, polyurethane painted MDF, Wallpaper, veneered wood and glass. We ensured transparent communication and regular updates on the progress of the project implementation in Seef Mall, Bahrian.	Al Zain Master Jewellers	
6	Charriol Retail Store - Bahrain City center	We developed the shop drawings, material approvals, manufacture furniture in our factory, to the complete on-site store fit-out within eight weeks. We ensured strict compliance with the mall security norms and working standards while installing a ceiling-high jumbo glass facade and matching marble counters.	ULD Investments	

Roles & Responsibilities:

- Manage the complete fitout project execution process w.r.t drawings, assess the material requirements, submit the material requisition to facilitate purchase of materials.
- Coordinate to prepare the Project program based on client and project requirement to take approval from senior management and client.
- Based on the schedules mentioned assess the material and manpower requirement for the job. Oversee the nomination of sub-contractors required for different jobs and submit to management for approval, ensuring capability and resource availability with them to complete the job & manage them effectively once they are nominated.
- Liaise with the client and consultant on all issues pertaining to the drawings, project plan, schedules and problems for quick resolution of all issues.
- Identify and manage project dependencies and critical path, regularly monitor actual progress against the project plan and keep the client / senior management updated on the progress, project milestones and deliverables, taking quick corrective action where required.
- Conduct regular quality checks on site works to ensure that the products meet all specifications.
- Supervise the site regularly, attend to all technical and engineering problems, additional manpower requirements, drawing changes etc. in an effective and timely manner thereby achieving project requirements and quality standards.

- Prepare monthly progress reports and coordinate to prepare cost reports along with variation tracker to manage variations from the BOQ / orders placed and ensure approval by client.
- Guide and motivate subordinates to enhance performance and produce quality work, and ensure that they are continuously developed for higher level roles.

2. Billion Smiles Hospitality Pvt. Ltd (India) from Apr-2013 to Jun-2014

Project Executive for the Construction of multiple premium restaurants

Roles & Responsibilities:

- Coordinate with Architect & Consultants during design development
- Review drawings, specification and other related contract documents before it is released for tender.
- Ensure that the works are in accordance with the Project Contract and construction program.
- Monitor the performance of the consultant and contractors at site.
- Review and approve material submittals and shop drawings in accordance with contract documents.
- Evaluate the contractor's claims and interim payments in accordance with the contract and monitor the project cost against the budget.
- Coordinate with the Operation department to ensure all functional requirements are satisfied.
- Review the project close out documents and settle all the variations and payments.

3. Engler & Pranthle Pvt. Ltd (India) from Jun-2012 to Mar-2013

Project Executive for the Construction of Marriot Hotel

Roles & Responsibilities:

- Managing the site / Subcontractor.
- Quantity Take-offs / Materials Requisition / checking of materials.
- Quality Control of the works as per check list / Preparing DPR.
- Rate analysis / Filling & submission of Tender document.

4. Summer Internship – Practiced as an PLANNING & PROJECT CONTROLS at GODREJ PROPERTIES PVT. LTD. – India from April 2015 to June 2015.

Project Type – Residential Buildings

Roles & Responsibilities:

- Developing a resource loaded schedule with consent of all stakeholders .
- Review and understand project drawings /documentations including scope of work, project execution plan of remaining work.
- Update schedule and progress reports including S-curves as per contract and internal requirements.
- Analyse schedule performance compared to the baseline plan & create a recovery plan for any slippage.

Academic Qualification:

- Post Graduate Program -" Advance Construction Management" National Institute of Construction Management & Research, Pune, India – Year 2014 to 2016
- Bachelor of Engineering –"Civil Engineering" Visheshwarya Technical University (VTU), India – Year 2008 to 2012

Technical Competencies:

- Primavera P6
- MS Project
- Microsoft Office
- Auto CAD/BIM

Personal Details:

- Nationality – Indian
- Languages Known – English and Hindi
- Passport No. – Z4883899 (Valid Up to 17/05/2028)
- Driving License – Kingdom of Bahrain & India
- Contact No. - +973 38798873