



## **CAREER OBJECTIVE**

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Seeking a challenging opportunity in a well organized & growing organization where I can excel and give the best of my skill & knowledge for the development and growth of the organization..

## **EMPLOYMENT HISTORY**

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**November 2016 to 15<sup>th</sup> September 2020 with Modern Concept Constructions (Govt. Contractor), New Delhi as General Manager**

Responsibilities:

### **Tendering:-**

- Monitor and follow up Tender Registration in various Govt. Department Projects.
- Prepare documents for e-Tendering, Studying tender documents, qualification criteria, scope of work, Floating RFQ to various vendors/contractors, collecting quotations, preparing comparative statements, meeting deadlines for the tenders received from public sector undertaking Govt. and other Govt. organizations.
- Check all technical documents prepared as per tender clause before the final submission.
- Prepare price Bid as per the DSR and Market Rates.
- Online and offline BID submissions along with Queries / Clarifications responses abiding Tender process guidelines.
- Managing offline logistics for smoother and timely physical BID submissions.
- Coordination with Tendering authority on all Tender schedules along with EMD return receipts post BID evaluation and accordingly their closure.
- Follow up with department for Work Order and other documents after winning the tender and submit PG and complete other formalities for execution of work.
- Ensure zero penalties or BG Forfeitures or Zero misses in coordination with sales team.
- Select Engineers and workers for execution of work as per the tender clause.
- Issuance and sharing of Tender Bid documents with all concerned Engineers for execution of work as per Tender terms.

### **General Responsibilities:-**

1. Managing multiple Clients and sites
2. Coordination with Govt organisation for Product approvals as per BOQ, queries related execution of work.
3. Planning in efficient and effective way to boost company's performance and profits.
4. Monitor the progress of all projects and keep the Board informed of any critical issues.
5. Follow up with billing engineer to prepare the bills as per the work status and timely submission of bill to the department for payment.
6. Meet Govt. officials and Engineer in charge to find the status of bills and do needful for sending the bills to accounts for payments.
7. Coordinate with Department accounts for releasing the payment against the bills.
8. Visit sites to check quality of work and ensure all works are executing as per the tender terms only.
9. Prepare an annual business plan and be responsible to meet the forecasted budget, cash flow and profit.
10. Develop new business opportunities

11. Ensure that suitable project management systems are in place to achieve the schedule milestone, budget and quality constraints.
12. Develop business relationships with New Govt. Organisations.
13. Ensure that throughout all areas of the company's activities such as business development, planning engineering, construction legal, finance, etc. are well coordinated to ensure that the management system is in place to achieve company strategy and target.
14. Provide training and development performance evaluation and appraisals to the company staff to enhance qualifications, motivations and belonging to the company

**List of projects handled and completed:-**

<b>Sr.</b>	<b>Name of Client</b>	<b>Details of work</b>
1	Delhi Metro Rail Corporation Ltd	"Maintenance Of Civil Works At Airport Metro Express Line" Of DMRC LTD. (CCM-24/2016)
2	ITDC- Ashoka Hotel, New Delhi	Renovation Of Guest Corridor Of 6th Floor And D-Wing Guest Corridor Of 5th Floor Of Ashok Hotel, New Delhi-110021
3	AIR INDIA LIMITED	Development/Renovation Of Ground Floor At Airlines House, New Delhi-110001
4	BHARAT ELECTRONICS LIMITED	Carrying Out Certain Civil And ESD Flooring Works 13 BRD, Airforce Campus Palam, Delhi
5	Bharat Sanchar Nigam Limited	Anchoring Of Existing Stone Cladding In BSNL Corporate Office, Bharat Sanchar Bhawan, Janpath, New Delhi. (Agreement No- 15/BSNL/EE(C)/CTOP/17-18)"
6	Bharat Sanchar Nigam Limited	"Modification And Renovation Work For Waiting Lounge & Personal Staff For TRAI Head Quarter At 3rd Floor, Mahanagar Doorsanchar Bhawan, J. L. Nehru Marg, Old Minto Road, New Delhi." (Agreement No- 20/BSNL/EE(C)/CD-III/18-19)"
7	Oil India Limited	Replacement Of Existing Waterline, Soillines, Repair Of Plasters And Providing Roof Treatment In Fourth Block Of Domestic Helper's Quarters At Oil Residential Complex, Sector-15a, Noida.
22	Oil India Limited	External Repairing And Painting Of 5(Five) Nos.Block(Including Supply Of Materials) At OIL Residential Complex, Sector-15A, Noida
23	Oil India Limited	Miscellaneous Civil Maintenance Jobs At OIL's Establishments At Noida/Delhi Including Residential Complex/Guest Houses.
8	Container Corporation Of India Limited	Provision Of Sitting Arrangement For CONCOR, Custom & CHA In Warehouse At ICD Mandideep Bhopal
9	Container Corporation Of India Limited	Miscellaneous Civil Works In CONCOR Housing Colony At ICD, Dadri
10	Ministry Of Electronics And Information Technology	Annual Repairs & Maintenance (ARM) Of Civil Works And At Electronics Niketan, Meity
11	Himachal Pradesh Tourism Development Corporation Ltd	Renovation Of Himachal Sadan 2nd And 3rd Floor New Delhi
12	Himachal Pradesh Tourism Development Corporation Ltd	Special Repair Of HP Govt. Staff Quarters At Mayur Vihar Phase-1 New Delhi
13	Indian Institute Of Technology Delhi	Renovation & Modification In Student Counseling Centre, Dean Planning Office And Dean Faculty Office In Academic Area At IIT Delhi.

14	Indian Institute Of Technology Delhi	Providing And Fixing Welded Steel Wire Fabric Fencing And Development Of External Area Around A-4 Block In East Campus At IIT Delhi . (Sub Head :-Civil Work.)
15	Indian Institute Of Technology Delhi	A/R & M/O Horticulture Work During The Year 2017-18. Sub Head: Maintenance Of Horticulture Work For IIT, Delhi Campus.
16	Indian Institute Of Technology Delhi	Supply And Installation Of LED Luminaire At Bharti School In Academic Area At IIT Delhi.
17	Indian Institute Of Technology Delhi	Renovation & Modification Of Academic Section (Old IRD) In Academic Area At IIT Delhi During The Year 2019-20. Sub Head :- Civil, Furniture, Electrical & HVAC Work.
18	Indian Institute Of Technology Delhi	Renovation Work Of Various Laboratories And Rooms In Academic Area At IIT Delhi In Year 2016-2017 (Phase-1). Sub Head: Composite Works (Civil And Electrical Works).
19	Indian Institute Of Technology Delhi	Renovation & Upgradation Of Type A Houses 48 Nos. ( In Block Nos. A-5 & A-4) In East Campus At IIT Delhi. Sub Head:-Civil & Electrical Work.
20	ITDC- Samrat Hotel, New Delhi	ARC For The Painting Polishing Work At Guest Rooms, Guest Corridors, Licenses Floors And Various Locations At Hotel Samrat, New Delhi-21
21	Mahanagar Telephone Nigam Limited, Delhi	Repair Of Severally Distressed RCC Members Of Technical Block, Admin Block And Residential Block Building Of Kidwai Bhawan At Janpat, New Delhi. Phase 1 (SH: Repair Of Back Portion Of Canteen Side In Admn. Block And Adjacent Tech. Block Side) (2nd Call)
24	OIL AND NATURAL GAS CORPORATION LTD	Annual Repair And Maintenance Contract For Misc. Civil Constructions, Repairs And Maintenance At Different Locations Of Delhi For ONGC Offices, Residential Accommodation And Guest Houses Etc. For A Period Of Three Years (ARC 2016 – 19)

#### LIST OF MAJOR GOVT. ORGANISATIONS WORKED WITH ( TENDERING & EXECUTION)

SR.	Name of the Department
1	Air India Limited, New Delhi
2	Airports Authority Of India
3	Bharat Electronics Limited
4	Bharat Sanchar Nigam Limited, Delhi Zone
5	Central Warehousing Corporation
6	Centre For Development Of Advanced Computing (C-DAC)
7	Container Corporation Of India Limited, Nagpur
8	Container Corporation Of India Limited, Noida
9	Delhi International Airport Private Limited
10	Delhi Metro Rail Corporation Ltd, New Delhi
11	Delhi Transco Limited
12	Department Of Space
13	Employees' State Insurance Corporation

14	Gail (India) Limited
15	Himachal Pradesh Tourism Development Corporation Ltd
16	Indian Institute Of Technology Delhi
17	Indian Oil Corporation Limited
18	Inter-University Accelerator Centre, Delhi
19	ITDC- Ashoka Hotel Division, New Delhi
20	ITDC- Samrat Hotel Division, New Delhi
21	ITDC, Ho, New Delhi
22	Mahanagar Telephone Nigam Limited, Delhi
23	Military Engineer Services
24	Ministry Of Communication & IT, Department Of Posts – Civil Wing
25	Postal Civil Division New Delhi
26	Ministry Of Electronics And Information Technology, New Delhi
27	National Projects Construction Corporation Limited
28	NBCC (India) Limited
29	Netaji Subhas Institute Of Technology, Dwarka, Delhi
30	Nhpc Ltd
31	Oil And Natural Gas Corporation Ltd, Delhi, Gujarat
32	Oil India Limited, Noida, Up
33	Pawan Hans Ltd
34	Public Works Department, Govt. Of NCT Of Delhi
35	Punjab National Bank

**Aug 2010 to May 2016 with QGI, QATAR as Project Coordinator**

(One of leading company in Qatar providing all type of interior and infrastructure services)

**June 2008 to July 2010 with Emirates National Oil Company (ENOC) , Dubai as Sites Coordinator in Project Division**

**Responsibilities:**

- Attending meetings with Project Manager.
- Coordinating meetings.
- Prepare and/or edit meeting minutes, presentations and tables.
- Meets with project team(s) regularly to review project deliverables and deadlines.
- Make gate passes for project team and workers if necessary.
- Creating a project management calendar.
- Dealing with correspondence, complaints and queries.
- Collect drawings from concern department.
- Preparing letters, presentations and reports about the projects.
- Collect daily work progress report from project teams.
- Update daily work report.

- Coordinate and collect contract and other documents from clients.
- Coordinate with QS and Document controller for timely submission of invoices.
- Receive mails from clients and forward to concern persons.
- Meet officials for product approval as per the BOQ specification and prepare technical data accordingly.

## **ACADEMIC RECORD**

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- ⇨ Bachelor of Commerce in Co-operation from University of Kerala.
- ⇨ Higher secondary (Commerce) from Board of public examination, Kerala.
- ⇨ S.S.L.C from Board of public examination, Kerala.

## **COMPUTER SKILLS**

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- ⇨ Microsoft Office Packages such as MS Word, MS Excel & PowerPoint.
- ⇨ Windows Operating System and Internet.
- ⇨ Good knowledge of ERP based operations (ERP used-Orison, Oracle, LISEC and SIS)
- ⇨ Best knowledge of all Indian e procurement and e tendering websites, Gem Portal etc

## **TRAININGS ATTENDED**

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EHS from ENOC, Dubai

- ⇨ Managing Customer Service from ENOC, Dubai

## **PERSONAL ATTRIBUTES**

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- ⇨ Strong communication and interpersonal skills.
- ⇨ Self-starter with strong problems solving capabilities.
- ⇨ Team player with emphasis on quality and efficiency.
- ⇨ Detail oriented, proficient organizer with the ability to delegate.
- ⇨ Confident to work tight schedule and deliver output within timelines.
- ⇨ Strong negotiation & organizational skills.
- ⇨ Fully proficient in managing external and internal relationship.
- ⇨ Flexible and able to work under pressure.

## **PERSONAL INFORMATION**

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Father's Name	:	R. Mohanan Nair
Age & Date of Birth	:	04 <sup>th</sup> May 1987
Sex	:	male
Nationality	:	Indian
Marital Status	:	Married
Languages Known	:	English, Hindi, Tamil, Malayalam and basic Arabic
Expected salary	:	75000

### **Declaration**

I hereby declare that all the details furnished above are true and complete to the best of my knowledge.

Place: New Delhi

Date:

**ANEESH NAIR**