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park, **Balasaheb S.
Shankar** Mundhawa
road, Mundhawa, Behind
Diamond company, PUNE,
India. Pin code - 411036
Current location: - India
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Objective : Looking for a challenging job where I will groom my knowledge to achieve organization goals effectively.

Qualification : **Bachelor of Engineering (Civil)**
Walchand college of Engineering, Sangli.

**Diploma in Civil
Engineering** Govt.
polytechnic Sholapur From
MSBTE, Mumbai.

Date of Birth : 8th November 1981

Marital Status : Married.

Experience Information:

1. Period : **Sept 2021 till present.**
Organization : **TATA Consulting Engineers (Project Management Consultant)**
Designation : ASSISTANT GENERAL MANAGER. (Project Management Consultant)
PROFILE & Achievements:

Working as Residential Construction Manager in TATA consulting engineers.
Currently handling of **expansion of Asian paints factory** at Ankleshwar,
Gujarat project of App. INR 1,000 Cr.

JOB DISCRIPTION:

1. Overall management of work according to Tender (Technical Specifications, BOQ and drawings).
2. Checking and certifying RA bills submitted by Contractor according to drawings and work done.
3. Arrange weekly progress review meetings and take actions on delays/lagging/decisions if any.
4. Compiling MIS and MPR and submit to client.
5. Certify and follow Quality Assurance Program which includes Pour cards, check lists, material testing.
6. Liaising with Client, Architects, Consultants, Contractors, Sub-Contractors & External Agencies for determining technical specifications, approvals and obtaining statutory clearance.
7. Tracking the project against the agreed micro schedule. Take action on laggings if any.

2. Period : **July 2020 till Sept 2021**
 Organization : **M/s. Pandit Kakad Associates, Surat, Gujrat (Project Management Consultant)**
 Designation : **PROJECT MANAGER. (PMC)**
 PROFILE & Achievements:

Working as Project Manager for M/s. Pandit Kakad Associates who are project management consultants. Working on the **Industrial project for Nutreco group (Netherlands)**. Project Cost – App. INR 200 Cr.

JOB DISCRIPTION:

- 1) Managing budgets, resources and relationships to achieve organizational objectives, as well as planning, developing and executing schedules to ensure timely completion of projects.
- 2) Compiling and sending daily as well as weekly & Monthly work progress report to client.
- 3) Facilitating meetings
- 4) Checking and certifying RA bills of contractors.
- 5) Liaising with Client, Architects, Consultants, Contractors, Sub-Contractors & External Agencies for determining technical specifications, approvals and obtaining statutory clearance.
- 6) Preparing and maintaining work related documents like minutes of meetings, pour cards, work permits, JMR, Daily/weekly/monthly progress reports also quality related documents like cube test results Etc.

3. Period : **April 2017 till July 2020**
 Organization : **4CONSTRO INCORPORATION, PUNE**
 Designation : **PROJECT MANAGER.**
 PROFILE & Achievements:

At 4Constro Inc., Civil and Interior work is state of the art blend of man and machine. Highly skilled craftsmen work with machinery to produce high quality of civil and interior works.

Projects Completed: -

- i. Nipro, Pune
Civil works like Internal Road, Industrial Shed, Tank Foundations etc.
- ii. Hotel IBIS, Hinjewadi, Pune.
Interior of public area and back of the house area.
- iii. Isle Royal, Gera Builders, Chandni Chowk, Pune. Flooring and finishing works.
- iv. P Oswal fashions, Aurangabad
Garment showroom of Blackberry, Raymonds, Pepe Jeans, Puma etc. across Pune.
- v. Ethics Clothing, Pune
Peter England Showroom works across Maharashtra.

JOB DISCRIPTION:

1. Managing daily company operations to ensure positive, safe and profitable working environment.
2. Order, purchase and stock the materials in a timely manner.
3. Implement quality and productivity objectives to achieve company goals.
4. Ensure that employees follow the company standards, policies and strategies.
5. Assisting Director of the organization in operating budgets & managing overall operations for executing civil projects within cost and time norms; organizing/participating project review meetings for evaluating project progress and de- bottlenecking.
6. Coordinate with Director in planning short- and long-term projects, budgets, expense controls, schedules, and manpower.
7. Address operational, technical and mechanical issues in a timely manner.
8. Reporting to Director for matters related to financial, business and administration.
9. Develop positive working relationship with the support divisions and operations team to ensure proper operational support.
10. Develop operational strategy and ensure that the operational activities meet the

organizational requirements.

11. Delegate daily work assignments and schedules for employees.

4. Period : March 2011 till April 2017
Organization : **EXPORT TRADING GROUP, MAURITIUS.**
Designation : **PROJECT MANAGER.**
Profile & Achievements:

Export trading group is one of the biggest commodity trading groups in World. Completed **Coffee Processing Plant** consisting two warehouses, Weigh Bridge, offices, toilet, boundary wall in **Kampala, Uganda**. The areas of the warehouses - 9600 sqm and 10000 sqm.

Also completed **SOYA PROCESSING plant** of 11,500 sqm. & **GRAIN SILO** structure of 30,000 MT (5000MT x 6nos.) at **Harare, Zimbabwe** & 48,000 MT (8000MT x 6 nos.) at **Lusaka, Zambia.**

JOB DISCRPTION:

1. Execution of site activities.
2. Delegate daily work assignments and schedules for employees, instructions to Supervisors, explaining work procedures to supervisors.
3. Liaison with government offices/departments for necessary approvals for the Projects.
4. Planning and tracking of project activities using MSP also planning for Cash flow and update to HOD on the same periodically.
5. Preparing preliminary budget for the work and submit the report to HOD for Capex approval.
6. Mobilization of resources like manpower, materials & machineries from various sources
i. e. Zambia, South Africa, China Etc.
7. Checking and approve the Contractor's billing against work done.
8. Liaising with Architects, Consultants, Contractors, Sub-Contractors & External Agencies for determining technical specifications, approvals and obtaining statutory clearance
9. Arrange periodic meetings of employees, supervisors, contractors to complete the project in time, cost effective and in quality.
10. Addressing operational, technical and mechanical issues in a timely manner.

5. Period : Aug.2009 to March 2011.
Organization : **ADVENT CONSTRUCTION LTD. DAR ES SALAAM, TANZANIA.**
Designation : **PROJECT MANAGER.**
Profile : Advent Construction Ltd. is Class 1 contracting company in Dar es salaam, Tanzania. I was working as a Project Manager for Govt. project in Kigoma, Tanzania. The project consists of 2 commercial buildings having total area of 4400 sqm.

JOB DISCRPTION:

1. Execution of site activities, instructing to Supervisors, explaining work procedures to supervisors.
2. Planning and tracking of project and update to Director accordingly.
3. Mobilization of resources like manpower, materials & machineries.
4. Verification of billing done by QS.
5. Cross checking of Quantities given in Tender BOQ against actual.
6. Attend Monthly meeting with Clients, Architects, Structural Engineer, Quantity Surveyors regarding Project Related issues. Highlight the Project Issues in the meeting and get necessary approvals.
7. Supervising the preparation of monthly progress reports entailing progress and details for engineering, procurement, construction and commissioning activities.

Achievements : Successfully completed the RCC, Brickwork, plaster of Commercial buildings consisting G+4 and basement+G+1 floor in time, budget and quality.

- 6. Period** : July 2005 to Aug.2009
Organization : **Marvel Realtors, PUNE, INDIA.**
Designation : **Project In charge.**
Profile : Marvel Realtors is well known firm for its finishing works in Residential Projects. Marvel is using Italian marble in living room, teak wood flooring in bedrooms, steam rooms, Jacuzzis and gypsum finishing to walls. As a Project In charge, Handling the team of 2 Jr. Engineers and 4 supervisors and responsible for overall project activities in Quality, Cost and Time.

JOB DISCRIPTION:

1. Execution of day to day site activities and instructing Engineers, supervisor accordingly.
2. Planning and tracking of project using MSP.
3. Contractor's billing according to work done.
4. Mobilizing resources like manpower, materials.
5. Indenting material according to work schedule.

Achievements : Handed over 11 storied building from marking to finishing. And worked as a project in charge of a 5 storied site having area of 2,000 sqm. Each flat of 500 sqm, is having centralized A/c, Italian marble flooring, steam rooms, Jacuzzis, gypsum finishing to walls, gypsum false ceiling, ABB automation system for electrical appliances etc.

- 7. Period** : **Oct.2003 to June 2005**
Organization : **Sobha Space Pvt Ltd, Pune & Sobha Developers Pvt. Ltd. Bangalore, INDIA.**
Designation : **Jr. Site Engineer**

Profile : Sobha Space Pvt Ltd is the sister concern of Sobha Developers Pvt Ltd, Bangalore is leading construction house in India. In Pune company has taken up the project of Infosys to build the 113 acres of software city. The project involves construction of various states of art buildings. As Jr. Site engineer, heading the team of 8 supervisors and responsible for the overall performance of the team. Having the core experience in mobilization, planning of resources & material, quality, safety and project time bindings.

JOB DISCRIPTION:

1. Execution of site work.
2. Contractor's billing according to work done.
3. Coordinating with External agencies like HVAC air conditioning, false ceiling, glazing, Mechanical & Electrical,
4. Indenting material according to work.

Achievements : Handover flats and look after the maintenance in Bangalore site for 3 months. Completed the SDB1 (G+3) within 8 months having the SBA 12200 sqm., also completed the SDB4 rcc work within time.

Educational Qualification

Course	Academic Year	Board / University	Percentage %	Division
Final Yr. B.E. Civil	2002 – 2003	Shivaji	64.93	First
Diploma in Civil Engineering	1997 – 2000	MSBTE	76.37	First
Secondary School Cert.	1997	Pune	76.40	First

Computer Awareness

OS	Windows
Packages	MS Word, MS Excel, Power Point, MS project(beginner)

Given a chance I assure to work satisfactory and strive to achieve the goals of organization.

Thanking you,

Balasaheb S. Shankar.

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