

# Jagat Singh Bhadouria

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## CORE COMPETENCIES

### Project Execution/Management

Planning & Scheduling

Site Inspection

Stakeholder Management

Cross-functional Coordination

Documentation Control

## PROFILE SUMMARY

- Civil Engineer with **over 4 years 5 Months** of experience; Completed PGDM (Project Management) from NICMAR, Pune in 2018
- Currently associated with **Nayati Healthcare and Research Pvt Ltd. as Manager-Planning and Coordination**
  - Exposure in entire gamut of tasks right from planning, monitoring, controlling phases of project lifecycle to overall inter-discipline coordination, administration and resource planning
  - In-depth knowledge of Project Management concepts, Contract Administration & relationships with clients, consultants and Contractors
  - Knowledge of developing & implementing the quality systems, project specifications to meet the quality standards
  - Skilled in executing top level projects on time within the stipulated budgets; proven capability to lead teams towards achieving objectives
  - A keen communicator with honed interpersonal, problem-solving and analytical skills

## WORK EXPERIENCE

### Nov'18 to Present with **Nayati Healthcare and Research Pvt Ltd. as Manager-Planning and Coordination Key**

#### Result Areas:

- Steering project planning, tracing milestones of multiple projects and offering regular status report to Top Management
- Coordinating with all levels of management, ensuring effective communications across teams & stakeholders in order to build strong relationships for driving project requirements
- Collaborating with Project Manager and project participants for proactive assistance and technical support
- Establishing project objectives by reviewing project proposals and plans; implementing plans of action
- Developing cost estimates and steering the maintenance of project schedule by monitoring project progress
- Drafting project status reports by collecting, analyzing, and summarizing information and trends
- Spearheading the overall planning for projects and ensuring effective execution as per the plans
- Controlling all aspects of the project including in-house engineering, procurement, interfaces, administration functions and all external works undertaken throughout the design, supply, construction and commissioning phases
- Steering project operations while ensuring adherence to contractual completion of projects
- Participating in progress review meeting with client & contractor; monitoring site stakeholders throughout the project
- Writes formal responses to Letter/Mails from Sub Contractor and Consultant/Architect and other vendors

### April'18 – Nov'18 **NINA Waterproofing (Pidilite Industries) - Assistant Manager-Project Coordination & Control**

#### Key Result Areas:

- Identified and reviewed clients 'requirements in order to create waterproofing solutions
- Constructed and present PPTs/Proposals/Methodology to clients based on their requirement
- Provided excellent service consisting of regular meetings, monthly presentations, agreed work schedule, quality on RFPs and in-depth post-campaign reporting
- Profitability report on monthly basis along with finance team, achieved monthly/quarterly targets and prepare presentation based on Management information System (MIS).
- reparation on monthly basis
- Co-ordination with various inter department at Head office, Monitoring Day to Day activity with client correspondence
- Provided accurate Work done forecasts to Management on a weekly basis, Labor and Material Reconciliation and cost control

## Apr'17 to Jun'17 with Decor Home India Pvt. Ltd., Bhopal as Management Trainee

### Key Result Areas:

- Supported in preparation of capital planning & presentations for senior management, optimized current billing process by making template of job issue slip
- Actively coordinated in project task & activities as directed by Project Managers; steered quantity estimation work

## Nov'13 to June'16 with JMC Projects (I) Ltd as Engineer-Execution and Billing

### Key Result Areas:

- Execution of Finishing Items and Monitoring progress of the Project
- Overall responsible of ERP Activities related to planning, billing and payment of vendors on time
- Responsible for preparation of handing over paper works and certification
- Preparation of labor contractor work order and verifying bills of sub-contractors, verifying Bills from Contractors
- Organized and analyzed data in order to execute civil engineering projects, steered inspection of project site to monitor progress, executed direct operations and activities on site
- Established contact with vendors, suppliers & clients to build strong business relationship
- Conduct and review weekly progress meeting for targets and achieve qty

## NOTABLE ACCOMPLISHMENTS ACROSS THE CAREER

- **Nina Waterproofing:** Achieved appreciation/Bonus for Completing Samsung Electronics Project (waterproofing) within stipulated time with quality and safety and client satisfaction.
- **JMC Projects (I)Ltd :** Won Certificate of Appreciation from Deputy General Manager for work.

## IT SKILLS

- Microsoft Projects
- MS Office
- AutoCAD
- Primavera
- ERP

## ACADEMIC DETAILS

- PGDM (Real Estate and Project Management) from NICMAR, Pune in 2018 with 6.6 CGPA
- B.E. (Civil Engineering) from LNCT, Bhopal in 2013 with 66.6%
- 12<sup>th</sup> from Rajiv Gandhi Senior Secondary School, Bhopal in 2009
- 10<sup>th</sup> from, Rajiv Gandhi Senior Secondary School, Bhopal in 2007

## PERSONAL DETAILS

**Date of Birth:** 13<sup>th</sup> June 1992  
**Languages Known:** English and Hindi  
**Address:** D-25 Amar Colony, Second Floor, Lajpat Nagar, New Delhi