

## SUMMARY

Seasoned project management specialist with comprehensive experience in leading projects from inception to completion. Skilled in coordinating cross-functional teams, optimizing processes for efficiency, and implementing innovative solutions to complex challenges. Proven ability to deliver projects on time and within budget while maintaining high standards of quality. Demonstrated success in enhancing operational workflows and significantly improving project outcomes through strategic planning and effective communication.

## Professional Qualification

- Diploma in civil Engineering from IGIT, Nagpur.
- MBA From MD University Rohtak.
- Graduation From MD University Rohtak.
- One year Diploma in Computer Application from C.C.T (College of computer Technology) Registered with Delhi Govt.

## Educational Qualifications

- 12<sup>th</sup> HBSE Haryana.
- 10<sup>th</sup> HBSE Haryana.

## Industry Skills

Team Leader, Resource management & Maintenance, D.P.R (Daily project Report), Good Communication, Sub-contractor Management, Quantity Estimation, Field Supervision.

## Professional Experience 19 Years

### Sr. Project Coordinator | Oct 2021 to Till date Tripatra India Pvt Ltd., Faridabad

I am working with M/s Tripatra India Pvt. Ltd, as Sr. Project Coordinator, specialized in construction of Road, Bridges & RE wall. I am responsible for the following day to day activities.

- Attend construction meetings and deliver updates of the projects.
- Track material deliveries and returns for each work site and log accordingly.
- Calculate figures for inventories, orders, and costs. Conduct inventory audits to determine inventory levels and needs.
- Travel on an occasional basis is required.
- Updates tracking system(s) to ensure that project status is maintained with complete accuracy and all documentation is on file.
- Develops and maintains accurate and complete files for sites and projects; continues to monitor for integrity and completeness
- Manages various office tasks such as ordering supplies and preparing packages for shipment.
- Assist construction manager and prepare work schedule for all projects, assist in closeout/punch walk process, and ensure projects are closed appropriately.
- Prepare construction progress reports for all projects regularly
- Maintain communication with contractors, construction managers and project managers.
- Significant focus on customer service.
- Strategically coordinated construction schedules and resources, ensuring of projects were completed on time.

**Project Coordinator | July 2015 to September 2021**  
**Geosys India Infrastructure Pvt Ltd. , Noida**

Previously worked with M/s Geosys India Infrastructure Pvt Ltd., as Project Coordinator. M/s Geosys specialized in construction of RE Wall, Road and Bridges. I am responsible for the following day to day activities.

- Project management & Project supervision.
- Coordinates with clients & representatives & sub consultants to complete the Project assigned. Co-coordinating with Design Team, Engineering report/Analysis.
- Organize Regular, a real time meeting & Planning.
- Providing Support to the commercial planning team as required.
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- Manage Employees & Contractor
- Manpower & Material management
- Client & Vendor Handling
- Reporting Day to Day Program and Progress
- Maintain communication with contractors, construction managers.
- Establishing the work scope, preparing the budget and schedule, planning the work.
- Keeping record of works executed and submitted to section in charge.
- Coordination with all site staff. Responsible for execution.
- Good team work, revolutionary thoughts of designs and a proactive handling of projects.

**Manager (Execution) | August 2013 to June 2015**  
**Galfar Engineering & Contracting (India) Pvt. Ltd., Gurgaon**

Previously worked with M/s Galfar Engineering & Contracting (India) Pvt. Ltd, as Manager (Execution). M/s Galfar is an Oman based MNC, specialized in construction of Road and Bridges. I am responsible for the following day to day activities.

- Reporting Day to Day Program and Progress.
- Communication with Subcontractors contractors.
- Establishing the work scope, preparing the budget and schedule, planning the work.
- Keeping record of works executed and submitted to section in charge.
- Coordination with all site staff. Responsible for execution.
- Good team work, revolutionary thoughts of designs and a proactive handling of projects.

**Asst. Manager (Operation) | December 2005 to July 2013**  
**Gemscab Industries Limited, New Delhi**

Previously Worked with M/s Gemscab Industries Limited, New Delhi as a Asst. Manager (Operation). The company is a leading manufacturer of LT/HT XLPE & PVC Power & Control Cables, Instrumentation cables. Major customers of GEMSCAB are BHEL, NTPC, L&T, SAIL, IOCL, BPCL, EIL & all Electricity boards & Power Projects.. I was responsible for the following day to day activities.

- To keep watch on tender information
- To purchase tender specification
- Sales costing and preparation of quotation & Tenders.
- To attend tender opening & prepare comparative statement.
- To study purchase order with different angles and compare with quotation
- Preparation of work order to factory for planning & manufacture.

- Execution of order-all sales formalities such as preparation of bank guarantee, to arrange material inspection, supply records, price variation claims, damage claims to insurance as well as Railways, updating of prices, delivery extension, preparation of sales statements, coordination with accounts, factory and branches.
- Follow up with Govt. Dep't. For collection of payments Central sales tax forms and other outstanding matters
- Day to Day Correspondence.

**Personal Details**

Father's Name	:	Sh. Hukam Chand
Date of Birth	:	20th July, 1985
Languages known	:	Hindi & English
Marital Status	:	Married

**PRADEEP JAIN**