

# Tejas Dwivedi

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## Summary

I am B-Tech (Civil engineer) with 4+years of professional experience in Planning & Procurement of assets and material used in construction of reinforced walls in highway projects, Environmental Impact Assessment work for environmental clearance of construction projects & Construction and Supervision of Highway (roads) and Metro Projects.

## Experience



### Materials Planner & Procurement Engineer

Earthcon Systems (India) Pvt. Ltd.

Jan 2021 - Present (1 year 10 months)

My role as a material planner in this organization is to oversee the planning, procurement and distribution of materials according to the company needs and site requirements.

Following key deliverables describes my role & responsibility in the organization:

1. Planning and Procuring material and assets as per site requirements
2. Determining the requirement of material by analyzing material stock and ensuring their timely supply at sites by sharing advance material dispatch chart for the month.
3. Ensuring material meets required specifications, quality standards and are cost- efficient.
4. Scheduling and overseeing the supply and delivery of material at sites.
5. Managing inventory issues, schedule changes and cancellations.
6. Liaising with material suppliers for timely supply of material to sites.
7. Conducting Geosynthetic Reinforcement Pull Out Test on sites
8. Preparing Pull Out Test report and submission to client.
9. Coordination with NABL certified labs for third party testing of materials
10. Ensuring all sites required third party tests of materials (geostrap, geogrid, geo composite, geotextile, etc.) are conducted timely.
11. Coordination with NABL certified labs for conducting tests, instructing test parameters, drafting testing letter to client, and ensuring timely test report delivery to the client.
12. Raising PO, PI, Delivery Challan, etc.
13. Determining material requirement at site and generating purchase order for vendors.
14. Sending Proforma Invoice to client for advance payment of materials to be supplied.
15. Sending delivery challans of material dispatched to site in charges for client receiving.
16. Maintaining material dispatch records in Excel for all sites.
17. Maintaining asset records (i.e. bike, laptop, printer, etc.) present at sites, allocating assets to new sites and transferring assets site to site as per the site requirement.
18. Keeping a track of the material and assets to be returned from sites to warehouse after work completion.



### Highway Engineer

MBL INFRASTRUCTURES LTD

Feb 2020 - Dec 2020 (11 months)

I have been extensively engaged in Construction Supervision of two lane highway, Toll plaza as well as Quality Control and Testing of Materials used for road works i.e. Soil/Concrete/GSB/WMM/Bituminous materials.

Major thrust area covers various component of the Flexible Pavement viz. Earthwork, Sub grade, GSB, WMM, DBM, BC, etc. confirming MORT&H Specifications.

Main job activities performed on site are listed as follows:

1. Working with other professionals to construct and maintain roads.
2. Assuring quality of materials used for construction purposes i.e. Testing of Soil/Concrete/GSB/WMM/Bituminous materials, etc.
3. Planning, execution and maintenance of highway project and improvement of its geometry and its riding quality.
4. Ensuring roads are kept clear and open in all weathers.
5. Managing construction teams and adhering to health and safety guidelines as per OHASS(Occupational Health and Safety Standards).
6. Estimating construction costs and preparation of work orders.
7. Ensuring the projects are completed on time within budget as per desired quality standard.
8. Exploring and implementing new solutions to transport problems for better riding quality and smooth flow of traffic.



## **Environmental Engineer**

Enviro Infra Solutions Pvt. Ltd.

Jan 2019 - Dec 2019 (1 year)

Following activities describes my expertise as an Environmental Engineer:

1. Preparation of Detailed Project Report documents & generate project related data.
2. Initial site visit for reconnaissance survey related to Environmental monitoring, survey, geological data, etc.
3. Assisting experts in preparation of Project Feasibility report with respect to baseline data on Land, Survey and Forest & Environmental Impact Assessment.
4. AUTO CAD, MS Office and Google Earth (Marking alignments for project site, roads-highways, etc.)

List of Projects:

a) Name of project: Preparation of a study manual on Cost effective methods used for the maintenance of major bridges in the state of Bihar (ADB Funded Project).

Client: PADECO, Japan

Authority: BSRDCL & BRPNL (Bihar)

b) Name of project: Preparation of Detailed EIA report on major district roads widening and its environmental impact in the state of Assam (under Axom Mala).

Client: Fortress Infracon, Mumbai

Authority: PWRD, Assam

c) Name of project: Preparation of EIA/EMP report on the construction of 4 Lane highway in Ratlam District of MP (under Bharat Mala Pariyojana).

Client: Chaitanya Consultants

Authority: PWD, MP

d) Name of project: Preparation of EIA/EMP report for nine different mining sites in Bageshwar, Uttarakhand.

Authority: PWD, Uttarakhand

## Education



**Dr. A.P.J. Abdul Kalam Technical University**

Bachelor's of Technology, Civil Engineering

Aug 2012 - Jun 2016



**Central Board of Secondary Education**

Higher Secondary Education, Science

Apr 2010 - May 2011



**Central Board of Secondary Education**

High School

Apr 2008 - May 2009

## Skills

AutoCAD • Microsoft Office • Construction Site Management • Windows • Materials Procurement •  
Material Requirements Planning (MRP) • Time Management • Supply Chain Management • Inventory  
Management • Communication