

CURRICULUM VITAE

SANTOSH RAI

Diploma (CIVIL ENGG.)

Savitribai Phule Govt. Polytechnic, Azamgarh

Address: - Vill-Salarpur, Noida, Post-Maharishi Nagar, Distt- Gautam Budhha Nagar (U.P)-201304

Phone: (M) +91-9643878229

Email: santosh.pandit118478@gmail.com

SITE ENGINEERING & CONSTRUCTION MANAGEMENT PROFESSIONAL IN CONSTRUCTION & INFRASTRUCTURE SECTOR

Objective

Looking for a challenging role in Planning position in a well reputed organization where commitment to profitability, cost impact, quality & within scope, timely completion of projects and client's/management's expectations are needed.

Job Profile/Skills: -

- ✓ Twelve+ years of experience in leading organizations in the field of EPC and Engineering Consultancy Projects (Industrial and Infra / Civil projects) can add tremendous values to a company's development & growth.
- ✓ Proficient in ERP (Infor), SAP, Tally, Excel, MS-Word, MS-Power Point, Auto CAD etc.
- ✓ Experience in Planning, Project Controls & Cost Management, Sub-Contract Management, Auditing, Project Proposals, Project reporting to the Executive management level etc.
- ✓ Experience in Portfolio Level Management of Schedules, Reports & Analysis.
- ✓ Experience in establishing various procedures for Project Controls & Management.
- ✓ Excellent ability in various analyses of Projects for quality, constructability, critical path, risks & cash flow.
- ✓ Performance measurement based on earned value & resource productivity analysis.
- ✓ Experience in Schedule Revisions for Variation/Change Orders & Extensions of Time and delay analysis.
- ✓ Experience in Project Controls Measures, Estimation & Cost Control.
- ✓ Excellent knowledge resource & cost loading / planning and risk management techniques.
- ✓ Ability to effectively monitor and analyze progress, identify trends and recommend corrective actions.
- ✓ Excellent ability in forensic analysis and report writing skills.
- ✓ Proficient in Primavera P6, MS Project, MS-Word, Excel, MS-Power Point, Auto CAD etc.
- ✓ Excellent quick ability to acquire knowledge of new systems of management (such as customized management software etc.).
- ✓ Experience in Managing contract administration, timely reply of vendor for their queries related to the project, Payment and contract condition, Progress of Work and quality of work.

CURRICULUM VITAE

Core Competencies & Key Skills: -

- Project Planning & Scheduling
- Primavera (p6) & MSP
- Project Monitoring & Controls
- Project Change Management
- Project Risk Management
- Progress Measurement Systems (PMS)
- Earned Value Management System
- Procurement & Contract Management
- Progress S Curves
- Resource Histograms
- Progress Reporting & Documentation
- Cost Control
- Invoicing / Billing

Employment History (Chronological Order): -

Latest Professional Experience

from Feb 2025 to till Date

Designation: - Asst. Planning Manager
Employer: - M/s Shobha Ltd.
Project: - Development of High-rise building.

Assignments Undertaken with Responsibilities: -

- Prepare & Issue planning package as per contractual terms & conditions and receiving approval from the Client within the stipulated period of the contract.
- Ensure that schedule is based on project execution strategy and schedule milestones are achievable.
- Develop S Curve and Manpower histogram and check if these are achievable.
- Ensure that required resources and skill sets are available to meet the schedule and resources are leveled and activities are rescheduled if the required skill set is not available.
- Ensure that schedule is updated and maintained valid throughout the duration of the project and that PM and team is aware of forward load and manpower availability.
- Document schedule changes and keep time-phased copies of the schedule of the work as historical records as the project progresses.
- Resource Planning and Forecasting of projects & activities.
- Calculate & Manage Engineering productivity.
- Project Cost Control Budget Establishment and reporting.
- Report Earned value in terms of earned man-hours and Value of Work done (VOWD).
- Compare & analyze earned value with actual and planned values and report in the form of CPI and SPI.
- Ensure to maintain Master Deliverable Register throughout the project.
- Participate in rising of Change request / Change Order.
- Analyze schedule variance & plan remedy if there any negative variance.
- Prepare progress invoice.
- Prepare weekly / monthly project reports.
- Prepare Project Control Statements & monthly forward load of resources.
- Prepare portfolio level project reports.
- Upon completion of the project, verify that the as-built schedule reflects accurate completion

CURRICULUM VITAE

dates for each schedule activity.

Past Professional Experience

from Oct 2023 to Feb 2025

Designation: - Asst. Planning Manager

Employer: - M/s NCC Ltd. (Hyderabad)

Client: - M/s HIHMCL (Haryana International Horticultural Marketing Corporation)

Project: - Development of India International Horticulture Market (IIHM) at Ganaur, District –Sonapat including Civil Works, Development of Area and all other related services complete in all respect in the State of Haryana.

Assignments Undertaken with Responsibilities: -

- Prepare & Issue planning package as per contractual terms & conditions and receiving approval from the Client within the stipulated period of the contract.
- Ensure that schedule is based on project execution strategy and schedule milestones are achievable.
- Develop S Curve and Manpower histogram and check if these are achievable.
- Ensure that required resources and skill sets are available to meet the schedule and resources are leveled and activities are rescheduled if the required skill set is not available.
- Ensure that schedule is updated and maintained valid throughout the duration of the project and that PM and team is aware of forward load and manpower availability.
- Document schedule changes and keep time-phased copies of the schedule of the work as historical records as the project progresses.
- Resource Planning and Forecasting of projects & activities.
- Calculate & Manage Engineering productivity.
- Project Cost Control Budget Establishment and reporting.
- Report Earned value in terms of earned man-hours and Value of Work done (VOWD).
- Compare & analyze earned value with actual and planned values and report in the form of CPI and SPI.
- Ensure to maintain Master Deliverable Register throughout the project.
- Participate in rising of Change request / Change Order.
- Analyze schedule variance & plan remedy if there any negative variance.
- Prepare progress invoice.
- Prepare weekly / monthly project reports.
- Prepare Project Control Statements & monthly forward load of resources.
- Prepare portfolio level project reports.
- Upon completion of the project, verify that the as-built schedule reflects accurate completion dates for each schedule activity.

Past Professional Experience:

From Jan 2020 to Oct 2023

Designation: - Planning Engineer

Employer: - M/s Baba Construction Pvt Ltd.

3.5+ Years Experience in M/s Baba Construction Pvt Ltd as a Planning Engineer.

Assignments Undertaken with Responsibilities: -

- Prepare & Issue planning package as per contractual terms & conditions and receiving approval from the Client within the stipulated period of the contract.
- Ensure that schedule is based on project execution strategy and schedule milestones are

CURRICULUM VITAE

achievable.

- Develop S Curve and Manpower histogram and check if these are achievable.
- Ensure that required resources and skill sets are available to meet the schedule and resources are leveled and activities are rescheduled if the required skill set is not available.
- Ensure that schedule is updated and maintained valid throughout the duration of the project and that PM and team is aware of forward load and manpower availability.
- Document schedule changes and keep time-phased copies of the schedule of the work as historical records as the project progresses.
- Resource Planning and Forecasting of projects & activities.

Past Professional Experience:

From Dec 2018 to Dec 2020

Designation: - Planning Engineer

Employer: - M/s Globes Construction Pvt Ltd.(3C)

2 Years Experience in Globes Constructions Pvt. Ltd at Sector -128 Noida as a Planning Engineer

Assignments Undertaken with Responsibilities: -

- Prepare & Issue planning package as per contractual terms & conditions and receiving approval from the Client within the stipulated period of the contract.
- Ensure that schedule is based on project execution strategy and schedule milestones are achievable.
- Develop S Curve and Manpower histogram and check if these are achievable.
- Ensure that required resources and skill sets are available to meet the schedule and resources are leveled and activities are rescheduled if the required skill set is not available.
- Ensure that schedule is updated and maintained valid throughout the duration of the project and that PM and team is aware of forward load and manpower availability.
- Document schedule changes and keep time-phased copies of the schedule of the work as historical records as the project progresses.
- Resource Planning and Forecasting of projects & activities.

Past Professional Experience:

From March 2012 to Nov 2018

Designation: - Planning Engineer

Employer: - M/s Shree Balaji Construction Pvt Ltd.

6.5+ Years Experience in M/s Shree Balaji Construction Pvt Ltd as a planning engineer.

Assignments Undertaken with Responsibilities: -

- Prepare & Issue planning package as per contractual terms & conditions and receiving approval from the Client within the stipulated period of the contract.
- Ensure that schedule is based on project execution strategy and schedule milestones are achievable.
- Develop S Curve and Manpower histogram and check if these are achievable.
- Ensure that required resources and skill sets are available to meet the schedule and resources are leveled and activities are rescheduled if the required skill set is not available.
- Ensure that schedule is updated and maintained valid throughout the duration of the project and that PM and team is aware of forward load and manpower availability.
- Document schedule changes and keep time-phased copies of the schedule of the work as historical records as the project progresses.
- Resource Planning and Forecasting of projects & activities.

CURRICULUM VITAE

EDUCATIONAL DEVELOPMENT (CHRONOLOGICAL ORDER): -

<u>Course</u>	<u>Institution</u>	<u>Board/University</u>	<u>% of Marks</u>	<u>Year of Passing</u>
Matriculation (10th)	Govt. Inter College, Sultanpur	UP Board, Allahabad	50.66%	2001
Intermediate (12th)	SNIC Math Maha MHMADPUR, Mau	UP Board, Allahabad	64.8%	2004
B.sc	KNIPSS, Sultanpur	Dr. Ram Manohar Lohiya, Awadh Viswavidyalaya	44.66%	2007
Diploma (Civil Engg.)	Savitribai Phule Govt. polytechnic, Azamgarh	Board of Technical Education U.P Lucknow	69.66%	2013

Certifications & Software Skills: -

- Tally ERP9.
- Basic Computer Diploma
- A good proficiency over Operating systems: - windows (98/XP/VISTA/7/8/10/11).
- Good command in ERP (Infor), Primavera, Autocadd, Microsoft Office, MS Excel, Ms Power-point, S.A.P, MS Packages, CIMS ERP & Oracle ERP

Strength: -

- Committed for learning from experiences whether good or bad.
- Team Player
- Consistency in work, Goal oriented.

PERSONAL DETAILS:-

- Name- Santosh Rai
- Date of Birth- 07th May 1985
- Father's Name - Mr. Lalit Rai
- Gender- Male
- Languages Known- English, Hindi
- Nationality- Indian
- Total Years of Experience- 12+ Years
- Current Company- M/s Shobha Ltd.
- Present Designation- Asst. Manager (Planning)
- Current Location- Delhi
- Willing to Relocate- Yes
- Current CTC - 10 L/Annum
- Expected CTC- As Per Company Norms
- Notice period- 30 Days (Negotiable)
- Educational Qualification - Diploma in Civil Engg.
- Email ID.- santosh.pandit118478@gmail.com
- Current mobile number - 9643878229

CURRICULUM VITAE

DECLARATION: -

- I hereby declare that the above written particulars are true to the best of my Knowledge and belief.

DATE: -

SANTOSH RAI