

*Application letter for  
the post of  
PROJECT  
MANAGER*

**Curriculum Vitae**

First Name, Surname **ATULKUMAR KISANRAO JADHAV.**

Permanent Address Sr.no.4/10 Jagtap Nagar,Thergaon Pune-411033

Mobile 9822809293,

E-Mail jadhavatulkumar@gmail.com

Nationality Indian

Date of birth April 17th, 1984

Gender Male

Marital Status Married

**Summary  
of Experience**

Total 20 years (above) of Engineering experience in Execution, Planning & Monitoring,

Co-ordination, Quality Control / Estimation & Billing for Building work in large  
Commercial,

***Residential & Commercial construction projects.***

● Responsibilities include implementation of project strategies, monitoring & analyzing  
of Project plans & procedures etc.

● Co-ordination with CEO, Clients, Architects, Design Consultants, Contractors  
For timely completion of the project.

● Working out quantity, pour card, check list & material requisition & well conversant  
with Mode of measurements

● **Preparation of Monthly & Quarterly progress reports.**

● Safety, Quality assurance and Quality control of the work.

	<ul style="list-style-type: none"> <li>● Worked in Residential &amp; Commercial Projects.</li> </ul>
	<ul style="list-style-type: none"> <li>● Inspection of work as per Contract Specification and Standard codes.</li> </ul>
<b>Desired Employment/</b>	<p>Aiming to be associated with a progressive organization which would give me support to update my knowledge, skills in accordance with the latest trends and be a part of a team that Dynamically works towards growth of organization. A challenging profession Engineering career where my engineering consultancy and Managerial</p>
<b>Occupational Field</b>	<p>Experience can add long-term value to a team whose objective is to meet customer expectations in</p>
	<p><b>Order to grow their company business.</b></p>
<i>Work Experience</i>	<p><b>GOVIND GROUP - PUNE</b></p> <p><b>PROJECTS :-Govind Riverine, Govind Commercial, Presidential Tower</b></p> <p><b>( 2021 TO Till )</b></p>
<i>Project Manager</i>	<ol style="list-style-type: none"> <li>1 High rise commercial IT buildings with well known developers.</li> <li>2 Design management, execution and delivery of the project to the client.</li> <li>3 Ensure smooth progress of day to day activities of the entire project including RCC, finishing &amp; infrastructural work services.</li> <li>4 Co-ordination with architects, consultants, contractors for drawings / decisions i.e. GFC issues to site and resolution of RFIs raised by contractors on site.</li> <li>5 Plan day to day construction activities at site by conducting daily, weekly and monthly meeting of contractors.</li> <li>6 Coordination of MEP team and their requirements during civil works construction.</li> <li>7 Coordination with all departments including Stores, Purchase, Planning, Billing.</li> <li>8 Process oriented - Control documentation of different verticals for Audits conducted during project cycle.</li> <li>9 Control on quality of construction by implementation of necessary measures.</li> <li>10 Site Management &amp; Contract administration &amp; Site Safety Management.</li> <li>11 Ensure availability of material and other resources by timely raising of PRs.</li> </ol>

	<p>Should be able to plan resources as per site requirement.</p> <p>12 Control on all major contractors to ensure smooth progress of site.</p>
<i>Project Manager</i>	<p align="center"><b><u>Rohan Builders (India) Pvt. Ltd. - Pune</u></b></p> <p align="center"><b>PROJECTS :-Maale, RohanAnanta, RohanAbhilasha. (2020 To 2021)</b></p>
	<p>1 High rise commercial IT buildings with well known developers.</p> <p>2 Design management, execution and delivery of the project to the client.</p> <p>3 Ensure smooth progress of day to day activities of the entire project including RCC, finishing &amp; infrastructural work services.</p> <p>4 Co-ordination with architects, consultants, contractors for drawings / decisions i.e. GFC issues to site and resolution of RFIs raised by contractors on site.</p> <p>5 Plan day to day construction activities at site by conducting daily, weekly and monthly meeting of contractors.</p> <p>6 Coordination of MEP team and their requirements during civil works construction.</p> <p>7 Coordination with all departments including Stores, Purchase, Planning, Billing.</p> <p>8 Process oriented - Control documentation of different verticals for Audits conducted during project cycle.</p> <p>9 Control on quality of construction by implementation of necessary measures.</p> <p>10 Site Management &amp; Contract administration &amp; Site Safety Management.</p> <p>11 Ensure availability of material and other resources by timely raising of PRs. Should be able to plan resources as per site requirement.</p> <p>12 Control on all major contractors to ensure smooth progress of site.</p>
<i>Project Manager</i>	<p align="center"><b>GOVIND GROUP ( GOVIND DEVELOPERS) PUNE</b></p> <p align="center"><b>PROJECTS :- LIFEVILLE, GOVIND UNO, THE WEST FORD, GOVIND GARDEN, GOVIND CITY CORR ( 2015 TO 2020)</b></p>
	<p>1 High rise commercial IT buildings with well known developers.</p> <p>2 Design management, execution and delivery of the project to the client.</p>

- 3 Ensure smooth progress of day to day activities of the entire project including RCC, finishing & infrastructural work services.
- 4 Co-ordination with architects, consultants, contractors for drawings / decisions i.e. GFC issues to site and resolution of RFIs raised by contractors on site.
- 5 Plan day to day construction activities at site by conducting daily, weekly and monthly meeting of contractors.
- 6 Coordination of MEP team and their requirements during civil works construction.
- 7 Coordination with all departments including Stores, Purchase, Planning, Billing.
- 8 Process oriented - Control documentation of different verticals for Audits conducted during project cycle.
- 9 Control on quality of construction by implementation of necessary measures.
- 10 Site Management & Contract administration & Site Safety Management.
- 11 Ensure availability of material and other resources by timely raising of PRs. Should be able to plan resources as per site requirement.
- 12 Control on all major contractors to ensure smooth progress of site.

## **Wadhawani Construction- Pune**

**Project :- Sai Vision (2012 To 2015 )**

*Project Manager*

### ***Main activities and responsibilities:***

- Responsible for Co-ordination with Client & Consultant, Preparation of Bill, Quality Control, Reconciliation of Material For Project Building work.
- Execution of Multi stored Buildings, Commercial and Residential Buildings.
- Execution of Development work

## **Marvel Realtors - Pune**

**Project :- Ritz (2010 To 2012)**

*Project Engineer*

***Main activities and responsibilities:***

● Responsible for Co-ordination with Client & Consultant, Preparation of Bill, Quality Control, Reconciliation of Material For Building work.

● Execution of Multi stored Buildings and Residential Buildings.

● Execution of Development work

**Rohan Builders (India) Pvt. Ltd. - Pune**

**Project:- 10 Kasturkunj , Rohan Nilay , Rohan Tarang , Rohan Ishita, Rohan Mithila**  
**(2005 To 2010)**

*Senior Engineer / Project Engineer*

***Main activities and responsibilities:***

● Responsible for Co-ordination with Client & Consultant, Preparation of Bill, Quality Control, Reconciliation of Material For Building work.

● Execution of Multi stored Buildings and Residential Buildings.

● Execution of Development work

**Padamavati & Galaxy Developers**

**Project :- Empire Estate**

**(2004 To 2005)**

*JR, Engineer*

***Main activities and responsibilities:***

● Site Execution, Supervision, Billing, Quantity Surveying, Quality Control, Material Management, Planning and Co-ordination.

## Vardhman Developers - MUMBAI

### Project :- Vasant Vihar

(2002 To 2004)

*JR, Engineer*

#### ***Main activities and responsibilities:***

● Site Execution, Supervision, Billing, Quantity Surveying, Quality Control, Material Management, Planning and Co-ordination.

<b>Education</b>	
Date	Jan.2002
Title of qualification awarded	<b>Diploma in civil engineering</b> <b>Pursuing civil engineering B.E in FINAL year (External)</b>
Organization/ Institute providing education	Maharashtra State Board Of Technical Education Mumbai.
<b>Language Skill</b>	
Other Languages	English, Hindi
<b>Computer Skills</b>	
	<ul style="list-style-type: none"><li>● Work Experience of working in M.S.C.I.T.</li><li>● Work Experience of working in MS Office and MS Excel.</li><li>● Work Experience of working in SAP</li><li>● Work Experience of working in M.I.S.</li></ul>
<b>Interests and Hobbies</b>	
	Sports and Listening Indian Music.
<b>Additional</b>	

<b>Information</b>	
	References available on request.
<b>Current CTC</b>	<b>11,00,000/</b>

## **Providing inputs and feedback related to Tower to Project Manager & Planning**

**Department in finalizing project schedules, targets etc. & implementation of the same**

- 1. Responsible for overall execution of works drawings as per planned schedule & budget.**
- 2. Leadership and mentoring of project teams**
- 3 Detailed understanding and experience of budgeting, procurement, financial control and reporting of significant capital projects**
- 3. Delivery of complex projects within time, cost and scope**
- 4. Developing strong client and industry relationships**
- 5. Risk management**