

# CURRICULUM VITAE

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- **Senior Project Management** professional offering **22+ years** of career success in successfully executing construction projects within time & cost parameters, planning & monitoring the construction quality, safety and progress of work right from initiation to finalization and ramping up construction projects with competent cross-functional skills.
- Impressive success in leading completion of various projects across **Residential, Commercial, Institutional Buildings and PEB structures** and so on.
- **Proven acumen in planning, executing and spearheading** as well as providing consultancy to construction projects involving method engineering / method statement, development, contract administration, quality control and resource planning.
- **Expertise in contract & site management** including negotiating the terms and conditions in contracts and ensuring compliance with the same.
- **Effectively presided over attending project review meetings**, management committee and co-ordination meetings, working towards client management and relationship development during pre & post project completion, monitoring & reporting both internally and externally on financial and project progress.
- **Highly skilled in collaborating at Apex level** with Clients / Consultants / Vendors / Sub-Contractors / Architects / State Government Ministries for obtaining necessary clearances / approvals & for successful execution of projects.

## EDUCATION :-

<b>Graduate Diploma in Project Management</b> August'2010	<b>NICMAR, PUNE</b>
<b>B.E. (Civil)</b> Jan'2006	<b>NIBMT, DELHI</b>
<b>Diploma in Civil Engineering</b> May'1994	<b>CWIT, PUNE</b>

## WORK EXPERIENCE

### JOB DESCRIPTION:

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#### Technical Leadership :-

- Ensures project documents are complete, current, and stored appropriately.
- Studies and presents the entire project scope, special considerations if any, consultant requirements to the entire project team and subcontractors.
- Obtains necessary permits and licenses from authorities.
- Clarifies technical issues if any with the team and subcontractors.
- Operates as a critical member of the corporate team in the strategic planning initiatives.

#### Project Management :-

- Takes responsibility for overall management of the project and acts as a single point of contact for the project.
- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed and assigns individual responsibilities.
- Directs engineers and subcontractors to complete the project as per the planned schedule.
- Controls and monitors project scope, time and cost without compromising quality and safety.
- Ensures project legal documents are completed and signed.

- Revisits and have mitigation plan in case of any scope change or internal delays and drives the team towards achieving the revised plan.
- Ensures timely communication with head of operations, consultants and relevant authorities as applicable.

### **Productivity:-**

- Ensures project legal documents are completed and signed.
- Ensures creation of map of activities before start of projects.
- Ensures prestart activity briefing, sets realistic goals, and reviews the actual results with respect to goals and gives feedback. Reviews stock of inventory, PR/SR and SO and ensures as per the project plan so that resources are utilized properly.
- Ensures site is organized properly so that no accidents and related losses. Focuses on training the employees as per the requirements; rewards and recognizes the good performance.

### **Project Quality:**

- Works along with QA/QC and ensures project quality plan is documented and communicated to the team and subcontractors.
- Builds culture of quality in project execution.
- Ensures availability of method statements and activity briefing before starting of any task to ensure quality.

### **HSE Management at Site:**

- Develops project specific Safety Programs in coordination with Head of Operations.
- Ensures HSE practices across project sites.
- Ensures adherence to all legal and authority requirements.
- Builds culture of safety in the work environments.
- Encourages subcontractors on safe work practices, directs / punish unsafe activities.
- Discusses and directs the whole team before starting any high-risk activities.

## **WORK EXPERIENCE**

### **JOB DESCRIPTION:**

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**Safricode S.A.R.L., Kinshasa, D R Congo**

**Nov'15 to Feb'17**

**TITLE: - Project Manager**

**Project Title:** Le Panoramic & Mirage Villas and GB4 Villas, Kinshasa

- Developed project baselines, monitored & controlled projects with respect to cost, resource deployment, time overruns and quality compliance to ensure satisfactory execution of projects.
- Devising and formulating project delivery strategies; conducting risk analysis & facilitating inputs at all stages of design & construction, design co-ordination & integration of Structural, MEP & IT Services.
- Managed various tasks such as scrutinizing & reviewing the project progress and quality of work, conducting training & so on.
- Scheduled & monitored resources; reviewed project status during the course of periodic project review meetings.
- Participated in project meetings for evaluating project progress and provided technical inputs.
- Co-ordinated with external agencies for techno-commercial discussions, changes required in the tender/ contract documents, cost estimates, variation/ deviation proposals, claims and so on.
- Inspected field sites to observe **PEB building**, evaluated site conditions & feasibility for construction, availability of resources, facilities and collected field survey data and measurements.
- Analyzed available work scope as per original contract and examined the past data for preparation of

- performance improvement plans & recommendations; issued guidelines for finalization of contractors & vendors.
- Interpreted the contractual obligations & the rights and evaluated technical/ financial problems for management reporting
- Formulated operating budgets and managed overall operations for executing the projects within cost & time norms.
- Anchored on-site construction activities to ensure completion of project within the time & cost parameters and effective resource utilization to maximize the output.
- Supervised all construction activities including providing technical inputs for methodologies of construction and coordinated for site management activities with the personnel.
- Administered project planning, effort, design, scope, estimation, resource coordination and delivery, as per specified timeframes; implemented project plans within preset budgets and deadlines.
- Ensured:
  - Materials received are in accordance with the quantity, quality & as per the approved bill of materials / specifications.
  - Work was in progress in accordance to the latest approved dwgs. /dtls. or if any such changes were to be incorporated to be immediately brought to the notice of the Principal Architect/Consultants for the feasibility of the project in terms of time and cost parameters for the smooth functioning of the Project.
  - Adherence to overall construction schedule by strict supervision & management of all construction vendors & their respective sub-contractors.
  - Conducted regular meetings with Consultants and Contractors for resolution of bottle necks.
  - Led Contract Administration and Quality Assurance for all the construction works. Preparing the QAP and implementation of QA/QC policy on the Project.
  - Developed MIS and construction status reports and shared the same with stakeholders/clients.
  - Supervised & monitored Vendor's facilities along with client / third party technical consultant.

## TRAININGS

- Safety Precautions
- MS Office (Word, Excel & Power Point)

## IT SKILLS

- Development of Project Management
- Computer Basics & Internet Applications
- MS Project

## SOFT SKILLS

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|--------------------|------------------|---------------------|
| • Planner          | • Communicator   | • Analytical        |
| • Critical Thinker | • Decision-Maker | • Time Management   |
| • Collaboration    | • Negotiator     | • Conflict Resoluti |

# PROFESSIONAL CAREER

<b>DRA Infracon Pvt. Ltd.</b> <b>CONSTRUCTION MANAGER</b> <b>Project Title: Redevelopment of Land Authority Ahmedabad</b>	<b>Since January'24</b>
<b>BI- Tech Konsults, Pune, Maharashtra</b> <b>Prop. / Director</b> <b>Project Title: Civil Consulting Engineers</b>	<b>Feb'18 to May'21</b>
<b>Safricode S.A.R.L., Kinshasa, D R CONGO</b> <b>Project Manager</b> <b>Project Title: Le Panoramic, Le Mirage, GB4 Villas, D R Congo</b>	<b>Jul'15 to Feb'17</b>
<b>M/s Stellar Constructions Ltd., Lagos, Nigeria</b> <b>Dec'14 Project Manager</b> <b>Project Title: Skyline Towers, Nigeria</b>	<b>Nov'13 to</b>
<b>WE Project Management Pvt. Ltd., Pune</b> <b>Project Manager</b> <b>Project Title: Residential Bungalow Projects, Pune</b>	<b>May'10 to Nov'13</b>
<b>M/S Al-Turki Ent., L.L.C., Muscat, Oman</b> <b>Quality Assurance / Control Engineer</b>	<b>Aug'07 to Mar'10</b>

**Project Title:** The Wave Site & Royal Office, Muscat

**M/S Triumph Consultants, Pune**  
**Project Engineer / Project Coordinator**  
**Project Title:** Indira Universe Institute,  
Pune

**Mar'05 to Feb'07**

**M/S High Class Builders Pvt. Ltd., Mumbai**  
**Feb'05 Senior Site Engineer**  
**Project Title:** High Class Residency, Pune

**Dec'02 to**

**M/S Samarthshree Dev. Ltd., Pune**  
**Senior Site Engineer**  
**Project Title:** Jay Chandra & Vanashree, Pune

**Nov'96 to Oct'02**

**M/S Kolte-Patil Dev. Ltd., Pune**  
**Senior Site Engineer**

**May'94 to Nov'96**

**Project Title:** Raagdhari & Green Acres, Pune

## **PERSONAL DETAILS**

<b>Full Name</b>	Asshwin Vijay Polkamwarr
<b>Date of Birth:</b>	25 February 1971
<b>Address:</b>	3B, Sainath Society, Mumbai Pune Road, Bopodi Pune – 411003, Maharashtra, India
<b>Languages Known:</b>	Marathi, English & Hindi.
<b>Marital Status:</b>	Married
<b>Team Size (No. of People reporting you):</b>	250 skilled & unskilled + Team of Supervisors, Technical staff
<b>Joining period</b>	Immediately
<b>Working location</b>	Required only Pune based

**Thanks & Regards,**

**ASSHWIN POLKAMWARR**  
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