

## NILESH U. NAGDIVE

**Mobile:** +91 9423749618

**Email:** nil\_nagdive@rediffmail.com

**Permanent Address:** 208, Swastik appartement, Kalpana nagar, Nagpur 440026 Maharashtra

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To,  
HR

Manager,

Dear Sir,

I undersigned have completed Bachelor of Civil Engineering from Amrutvahini College of Engineering, Sangamner under PUNE UNIVERSITY

I am looking for an opportunity for Civil Project in your esteemed organization. I intend to embark on a career that put to the test, the technical skills and analytical capabilities, which I have acquired. I believe that while working in your organization, my abilities can be put to use in a meaningful way to contribute to the organization's growth and at the same time providing avenues for personal growth and learning.

As AGM, I am well acquainted with the use of various state -of- the-art of computer knowledge used onsite such as **Auto-cad, MS office, Excel**. My major area of interest includes to get job done in time, coordinating with people and to gain knowledge.

In view of above, I am submitting my resume for your purview and kind perusal. I will be delighted if you allow me for further discussion. Looking forward to hear from you.

Thanking you,

Yours

Sincerely,

Nilesh Nagdive

Encl.: Curriculum Vitae

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## SUMMARY

- Project management, Infrastructure setup and Facilities for green field project & general management professional (Civil Engineer) with 25 years in construction fields in different state of India.
  - Experienced in Pharma concept, Basic Design, Project planning, tendering, scheduling, execution and construction techniques in various Pharmaceuticals, Veterinary, industrial and high-rise residential projects across India managing day-to-day activities, co-ordination with various Vendor & consultants, planning, quantity survey and BOQ checking and managing a team of engineers and supervisors.
  - Discussion with Users and preparation of conceptual Architectural plan.
  - Good experience in handling various vendors while Execution and Co-coordinating with different cross functional department within company.
  - Hands-on experience in completing the Target.
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## PROFESSIONAL EXPERIENCE

### ZIM LABORATORY, NAGPUR, MAHARASHTRA

**As Assistant General Manager.**

**May 2023- April 2024**

- Preparation of Project concept Planning, BOQ, Estimate and Budget.
- Leading In-house project
- Leading the civil department, coordinating & supporting other Engineering department for Concept, Basic, scheduling etc.
- Preparation of daily, Weekly & Monthly report.
- Tracking of project,
- Discussion with consultant & vendor.

### CADILA PHARMACHEUTICAL, AHMEDABAD, GUJARATH

**As General Manager.**

**Dec 2022 – April 2023**

- Leading the civil department, coordinating & supporting other Engineering department for Audit preparation, Brown field project.
- Preventive maintenance & issue resolving of routine maintenance and breakdown.
- Budgeting, scheduling and execution of brown field project.

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## **ACG PHARMA, MUMBAI**

**As Civil Manager .**

**April 2022 – Nov 2022**

- Supporting in brown field project execution.
- Implementation of polyhouse project in 1 Acre land.
- Co-ordinating for Guest house construction
- Co-ordination for international project in design, planning, tendering & execution.
- Discussion with consultant & vendor

## **BN PRECAST , AHMEDABAD, GUJARATH**

**As Billing Manager .**

**April 2021 – April 2022**

- Tendering, rate analysis, scheduling and tracking of project.
- Preparation of running bill & get approval from PMC, Client, preparation of Non-tender items, rate analysis, approval.
- Estimating, proposal of projects.
- Co-ordination with sub- vendor/PT contractor, PEB vendor.
- Bill preparation & checking of Labor bill.
- System establishment.
- Supporting site team in execution, daily & weekly meeting with team and client.

## **MAPAEX HEALTH & PERSONALCARE PVT LTD. Bhopal, MP.**

**As Assistant General Manager.**

**April 2020 – March 2021**

- Leading the civil department, coordinating & supporting other Engineering department for Concept, Basic, scheduling etc.
- Preparation of Project concept Planning, BOQ, Estimate and Budget.
- Discussion on overall project concept Designing
- Discussion with consultant & vendor.

## **CADILA PHARMA, Ahmedabad, Gujarat.**

**As Assistant General Manager.**

**July 2016- April 2020**

- Handling & leading the civil department.
- Preparation of Project concept Planning, BOQ, Estimate and Budget.
- Discussion with consultant & vendor.
- Execution of Project & handover.
- Working on multiple projects of pharma, Institutional, University, memorial and Guest Houses.
- CSR Activity.

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### **Dr. REDDY'S LABORATORIES.**

**Aug 2015 – June 2016**

#### **As Sr. Manager.**

- Leading civil department.
- All time ready for Audit.
- Looking after Civil Projects, Modification and maintenance.

### **PRIVI ORGANICS LIMITED.**

**June 2014 – July 2015.**

#### **As Sr. Manager**

- Looking after Civil Projects, Modification and maintenance.
- Statutory approval such Provisional Fire NOC, Plan approval, Fire NOC, BCC, other routine approvals from MIDC as per site requirement.
- CSR activity.
- Working on SAP for PR, PO etc.
- Budgeting and cost controlling.
- System implementation, format making for smooth functioning and cost controlling.
- Civil SOP's for painting work & Routine maintenance work.

### **CIPLA Ltd. At BADDI, INDORE and GOA**

**June 2007 – June 20014**

#### **Management Staff**

##### **At Baddi-**

- Looking after entire civil department & CSR activities, Project of Pharma plant, residential building and store Building, modification and maintenance work. Total plot is of 10 acres, civil project cost 25 cr.

##### **At Indore –**

- Green filed project of formulation plant and ancillary structure project cost handled CIVIL Rs. 100/- Cr
- PEB structure
- Co-ordination with different agency, vendor and consultant. Co-ordination with internal department account, admin, purchase, production etc.
- Residential complex of 2- block of 24 flats & G +5.

##### **At Goa-**

- Involved from planning to execution of Pharmaceutical SEZ measuring 330 acres at Goa.
- Including 4 Km 4 lanes Concrete Road having two Island and power plant
- Preparing of Project report.
- Interacting with the Consultant and User department for preparation of Floor plans, Tender documents, etc.
- Preparing of Estimates for management approval.
- Carrying out the civil works in accordance with the terms of tender document.
- Execution of the project as per the drawings.
- Interacting with the User department and various contracting agencies to ensure timely completion of the project.
- Involved in Modification of area as per user requirement, CSR activities, Annual Maintenance Work etc

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## **VENKATESHWARA HATCHERIES PVT LTD, PUNE**

**Jun 2005 - May 2007**

### **Senior Project Engineer**

- Looking after Civil activity Execution, billing & co-coordinating with other agency. Having an area of 7 acres with Two formulation plant out of which one is made in PEB structure, utility and ancillary building (admin, ETP etc)

## **LUNKAD HOUSING CORPORATION, PUNE**

**Jan 2004 – May 2005**

### **Senior Engineer**

Looking after 11 storied super luxury buildings having basement parking and Shopping Mall. Monitoring day to day activity, preparation of monthly report, labor bill, working out quantity item wise, Estimating the Quantities & Cost difference if there is any change in actual drawing or any change in decision at Site.

## **AB CONSTRUCTION, AMRAVATI**

**June 2000 – Dec 2003**

### **Senior Engineer**

- Looking after Industrial projects. Working out basic set up from starting of site to hand over, planning of advance activity and arrange the resources accordingly at site. Co-coordinating with Consultant, client for drawing, decisions etc. Preparation of client as well as labor bill. Monitoring the progress report against bar chart. Finding the remedies if lagging in activity by Increasing resources.

## **PATIL ARCHITECT, NASIK**

**Sep 1998 - May 2000**

### **Junior Engineer**

- Assisting Senior engineer for daily activity work include supervision, working out quantity, preparation of estimate, studying tender documents.
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## **EDUCATION**

<b>B.E, Civil Engineering</b>	Pune University	1998
<b>Diploma in Civil Engineering</b>	B.T.E, Mumbai	1995
<b>Class X</b>	Maharashtra State Board	1990

## **COMPUTER KNOWLEDGE**

AutoCAD 2007 and MS Office.

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**Date of Birth:** September 20, 1974

**Current Location:** Nagpur, Maharashtra