# STEPHEN EZHIL RAJ T

*Mobile: +91 9629535615, +91 6238557189.*

*Email:* [*tstephenraj2017@gmail.com*](mailto:tstephenraj2017@gmail.com)

# Summary

Over 16.8 years’ experience in Civil Construction as **Sr.Project Manager – Execution & Coordination**, involved in Building Construction, **Factory building**,**PEB** Structure works, **Industrial racking systems,** Working Drawings & Executing, planning, Quantity surveying, Quality testing, Prepare the **Subcontractor Billing** and Infrastructure Management.

# Objective

Aim to be associated with the organization that provides me an opportunity to show my skill and improve my knowledge with latest trends and to be a part of the team, to work dynamically towards the growth of the organization.

# My Technical skills

* Experienced and knowledgeable in all civil engineering technical matter.
* Experienced in management of the site.
* Ability to supervise the quality of the works and the production / performance of the site works.
* Ability to coordinate with subcontractors & suppliers.
* Able to process subcontractors & suppliers billing / invoicing efficiently.
* Able to be a leader and resolve any site issues in timely fashion.
* Able to read the construction site progress ahead.
* Knowledgeable in computing & AutoCAD.
* Having qualities in terms of planning.
* Attending & handling meetings with all project representatives.
* Able to work according to the consultant & client requirements.
* Review of bills of quantities and item lists.
* Study of drawings, provide inputs to consultants, generate / review BBS.
* Interaction with vendors, contractors, to ensure implementation of all project plans and schedules, safety systems, quality systems and schedule tracking systems at site.
* Interaction with consultants, engineers for inspections, audits, design clarifications, project closeout issues, etc. and implement at site through the vendors and contractors.
* Value engineering to achieve functionality, safety, speed of execution and quality at lower costs by evaluation of different options.
* Checking and certification of bills and invoices from vendors, contractors.
* Construction supervision of civil works at site, including safety, quality and time schedule.
* Analysis of variation claims by contractors /vendors and closing of the same.
* Contracts Administration and enforcement at site.
* Coordination with own team to ensure smooth execution and handover of the project.
* Maintain all documentation as required by the company including all internal reporting
* Prepare the CTC for the project basis.

## My Roles & Responsibilities

* Study of Contract/Agreement:
  + Review the tender documents, drawings, general conditions and special conditions.
  + Study pre-bid queries and resolutions.
  + Study Contract/PO/Agreement terms and conditions and highlight critical ones.
  + Understand various milestones of the contract, its requirement and implications.
  + Identify any unique or challenging part of the project to be focused on.
* Assigning execution team:
  + Select the optimum team and decide phase wise posting in line with work requirement.
  + Understand team’s skill and competency and assigning the job roles accordingly.
* Mobilization:
  + Finalize the mobilization plan in concurrence with higher authorities (client / consultant / HO) depending on the size and time span of the project and support the mobilization team to execute the same in a time bound manner.
  + Finalize the staff quarters and transportation requirement and accordingly support Mobilization and HR team to take action.
  + Coordinate and follow up for all statutory compliances as per the requirement of the contract / project to kick start the project work. Timely escalation of issues if any.
  + Managing local interferences and maintaining harmonious relationship with all stakeholders.
  + Ensure expeditious and optimized mix design within the framework of specifications.
* Planning and Execution
  + Study Baseline schedule with HO planning and accountable for preparing the schedule on a weekly, monthly and quarterly basis.
  + Accountable for delivering site progress in line with the agreed schedule.
  + Accountable for arranging the required resource and managing the same to achieve the project targets.
  + Implementing the work program with daily monitoring and extending support by bridging the gap.
  + Accountable for timely updating and monitoring of all reports to various stakeholders in the project.
  + Timely coordination with clients, architects, Structural consultants, MEP consultants from drawing related issues to site implementation/modification.
  + Accountable to ensure preparation of Overall Planning including availability of GFC drawings of the project in line with contractual requirement and get the same approved from Client.
  + Finalize format of Daily Progress Report and ensure submission of the same to client and all stake holders highlighting critical points and any delays if any.
* Estimation and Billing
  + Accountable for timely estimation of quantities from all available drawings to plan resources in advance.
  + Accountable for timely submission of bills and realization of the payments from clients.
  + Accountable for exploring the non-tender item and its realization.
  + Ensure submission of Rate Analysis for any Non Tender item required to be executed as per approved drawings. Make sure the rate is approved prior to execution of the work and amendment issued.
* Quality Assurance and Control
  + Accountable for adherence to the quality plan of the project.
  + Implementation of quality protocols at site to ensure zero defects.
* Safety
  + Accountable for adherence to the safety plan of the project.
  + Implementation of safety protocols at site to ensure zero tolerance.
* Budgeting & Monitoring:
  + Support in finalization of budget with internal stakeholders.
  + Monitor monthly expenditure and ensure that it is under budgetary limits.
  + Ensure monthly reconciliation of all major input materials and keep the wastage within specified limits.
* Sub-Contractor Management :
  + Provide the inputs to HO for 3rd party works and material supply by raising purchase request through planning and keep a regular check on the available material in stores.
  + Monitor labor supply contractors for adequate manpower supply and ensure that weekly allowances to workers and bills are processed.
  + Monitor third party works for timely supply and release of fronts in line with project schedule.
  + Productivity mapping of all works in progress.
  + Ensure timely certification and submission of GRN and bills to HO.
  + Monitor proper storage, preservation and use of bought-out materials.
* Special jobs and innovative approach:
  + Have focus on special jobs requiring specialized agencies and equipment. Get the team aligned on the common understanding for these structures and promote innovative approach in the interest of organization.
  + Implement new methodologies for improving productivity and cost optimization wherever possible. Encourage team members to come up with such ideas and put to use after brainstorming.
  + Induce client by underlining time and quality advantage for use of pre-cast and pre-fabricated products by suggesting alternate items in BOQ so as to improve timelines and workmanship.
* Team Building:
  + Align team with common goal and inculcate spirit of team work.
  + Use work in hand to impart technical and practical knowledge to improve productivity and quality through daily discussion at sites.
  + Have regular interactions with the team members and identify area for training to improve their performance.
  + Training and developing immediate subordinates for the next role.

# Professional Experience

***POPPYS KNITWEAR (P) LTD –August 22 to till date***

***Designation: - Sr.Project Manager***

***Project Name: Ladies Hostel Building –Tiruppur***

***Project Value: 25 crore (3000 sqm area G+3 Floor,4 Building& 3500 sqm area Factory building)***

**Responsibilities**

* Project coordination with contractors.
* Quality & Quantity checking.
* Bill certification and vendor finalization

***S SQUARE INFRA –July 21 to Aug 22 Designation: - Project Manager***

***Project Name: ZF Rane Project –Trichy (Industrial Building) Project Value: 20 crore***

**Responsibilities**

* Assessing project risks and developing risk management plans
* Developing project plans and schedules
* Managing the project budget
* Identifying and resolving project issues
* Developing project scope and objectives
* Leading project teams and providing direction
* Monitoring and reporting on project progress
* Coordinating project activities with client and management
* Providing guidance and support to project team members
* Working with project sponsors to ensure project success.
* Performance evaluation of the project.

***Capacite Infra Projects Ltd –April 2018 to July 21.***

***Designation: - Assistant Project Manager –Execution coordination***

***Project Name: Prestige Hillside Gateway Project – Cochin (Residential Building) Project Value: 300 crore***

**Responsibilities**

* Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
* Oversee all aspects of project construction work.
* Identifies resources needed and assigns individual responsibilities.
* Manages day-to-day operational aspects of a project with respect of scope, time and quality.
* Reviews deliverables prepared by team before passing to client.
* Effectively applies our methodology and enforces project standards.
* Prepares for management reviews.
* Minimizes our exposure to risk on project by doing risk management, its impact on client and our company.
* Ensures project documents are complete, current, and stored appropriately.
* Responsible to manage project budget.
* Coordination of the works at site execution level.
* Ensuring correctness of Layout & checking the major layout works.
* Responsible for Manpower & resource management at site level.
* Preparing & Approving of Pour Card based on quality work done.
* Generating DPR (Daily Progress monitoring) & DLR (Daily Labor Report) in SAP System.
* Quality Test plan, test, execution & recording of results.
* Preparing work for the labor vendor and reporting work progress.
* Site measurements for bill verification on a daily basis.
* Ensuring the quality as per project specifications.
* Corrections of non-conference work done and taking preventive actions.
* Organizing materials such as steel/reinforcement/other construction materials.
* Work with quality management team for quality requirements
* Analyzes project bill rates and utilization.
* Identifies business development and add-on sales opportunities as they relate to a specific project.
* Keeps project team well informed of changes within the organization and general corporate news.
* To follow up on client complaints as to take corrective and preventive actions.
* To make every effort on delivering excellent project quality.
* To act in compliance with Company’s value and quality policy.
* Maintaining Site work Instruction document to comply with ISO 9001:2008.
* To comply with all ISO 9001:2008 standards and striving for continual improvement.

***ITC Limited Trichy – July 2016 to March 2018. Designation: - Sr. Project Engineer***

***Project Name: ICML Facility – Trichy (FTA for 2 Years) Project Value: 350 Crore***

***Total built up area: 14 Lacks Sft***

## Responsibilities

* Project coordination with contractors.
* Quality & Quantity checking.
* Site execution works for UG Sump (70 lakhs liters’ capacity)
* Site execution works for Atta& Maida Building for PEB Structure
* Site execution works for Substation building (800 Sq.m)
* Execution for Box type water proofing works
* Slip form shuttering method for Silo building
* Concrete Road works.
* Site execution for Atta Block (30 m height- 2000 sq.m area)
* Site execution for silo foundation (13.6 m dia & 18.5 m dia – 8 no’s)

***Godrej & Boyce. Mfg.co.ltd. Chennai – June 2014 to June 2016. Designation: - Sr. Project Engineer (FTA for 2 Years)***

## Responsibilities

* Project coordination with contractors.
* Repair & maintenance works in the Factory.
* Quality & Quantity checking.
* Bills verification & certification.
* Rate analysis & finalization.
* Drawing checking & prepare the PO before the execution.
* Site execution works for Roads, Car parking (6000sqm), drains
* Facility management works for employees.
* BOQ preparation.
* Interior works.
* Conventional shed works

## *TVS Infra structure Pvt ltd. Chennai – June 2012 – June 2014*

***Designation: - Sr. Engineer (FTA for 2 Year)***

* Supervised site work for Ashok Leyland workshop at Madurai and Karur
* Structural steel roof work
* VDF concrete work
* Proflex sheet work
* Deck slab work
* Interlocking Paver blocks work.
* Washing ramp work
* Main office Interior and Exterior Works G+1 Floors, Area -500Sqm.
* Total area 1200 Sq.m, 10 bay workshops.

***Regen Powertech Pvt. Ltd. Chennai – Sep 2010 – June 2012 Designation: - Engineer***

## Responsibilities

* Supervised site work for Main Factory Building1 over 5600 Sq.m and Building-2 over 2300Sqm
* Supervised site work for Admin building over 1000 Sqm. G+3 Floors
* Supervised site work for Substation building over 250 Sqm.
* Execution of Conventional structure works
* Execution of interior works (False ceiling, Tiling, Structural glass works, vinyl flooring…etc...)
* Supervised site work for Main Factory Building1 over 8000Sqm
* Supervised site work for Toilet building over 100 Sqm.
* Supervised site work for Substation building over 250 Sqm
* Execution of Conventional shed works (8000 Sqm)

***Win wind Power Energy Ltd -April 2007– Sep2010 Designation : - Site Engineer***

## Responsibilities

* Carrying out the WTG Foundation Works at 25 locations nearby Tirunelveli.
* Analyzing and marking, Excavation, Bar Bending & Binding, Concreting and other works.
* Carried out the Six Main Factory Building and taking care of foundation, bar placing, anchor bolt fixing, concreting, plinth beam, brick work, flooring and other works.
* Apart from the main building, have done the construction works of 6 annexure blocks – 3600 Sqm and one pump house right from foundation to roofing.
* In addition, carried out the construction of Admin building of 2000 sqm in the shape of Pyramid. Basement Ground+ 2Floors
* Carried out the construction activities of canteen building of 300Sqm.
* Apart from the construction works, also carried out the internal road works (Bitumen Roads) for a stretch of about 3.5 Km and drainage works. Carried out the Sub Station works of G+1 Floor, area -600Sqm.
* Carried out the Steel Structure works for factory building. In addition, carried out the Fire fighting system works (Sprinkler System & Fire alarm system) and landscape works.

***Professional Education***

* Diploma in Civil Engineering- 71.2% at Nagercoil.

***Personal Profile***

* Father’s Name : Mr. P. Thanganadar
* Date of Birth : 31/12/1986
* Sex : Male
* Marital Status : Married
* My passport number : U9095996
* Languages Known : English, Tamil, Malayalam, Hindi and Telugu.
* Nationality : Indian.
* Permanent Address : No: 11-59A S.R. YASHA Bhavan, Chevilai

Palappallam & P.O, Kanyakumari Dist., Pin-629159.

## Date:

**Place: Sign:**