

V. JOTHI BALAJI

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Bangalore- 560 049, India.

PROFILE SUMMARY:

- Experienced **Quantity Surveyor | Project & Cost planner | Project Engineer having 10 years** in construction field worked with various projects like Residential, commercial, industrial buildings.
- Predominant experience in **Quantity Surveying | Project Cost Planning & scheduling** with 8.0 years including **contracts administration**.
- **Project Engineer** at the preliminary stage retains 2.0 years of experience in an industrial project –handled heavy structures like cone Silo in JSW cement plant, Nandyal - AP, DRI & Blast furnace area in Bhusan steel plant, Angul- Orissa, India.
- Awards: Won **Best Engineer award** in my career at M/s Provident Housing Ltd (Puravankara), got verbal work appreciations from other companies. And Won Prizes at intercollege technical quiz competitions.

QUALIFICATION & MEMBERSHIPS:

- **Post Graduate Programme in Real Estate Management** from NICMAR- SODE **2014 to 2016.**
- **Bachelor of Engineering in Civil Engineering** from Anna university
(Recognized by WES) **2004 to 2008.**
- **Master Diploma in Project Management** with PMP Course using software tools such as Primavera & MS Project.
- **An Associate member in CIQS (ID no:254963), Affiliate association- CIQS (Members at Large).**

KNOWLEDGES:

Skills / Competences:

- Project Management & Coordination.
- Professional Quantity Surveyor
- Construction Cost Estimator
- Civil Engineering
- Contracts Management
- Tendering

Soft Skills / Tools:

- AUTOCAD
- PRIMEVERA P6
- MS Project
- MS Excel
- ERP System

WORK EXPERIENCE:

Majoris Project LLP, Bangalore | Sr. Manager -Planning & QS | Since June 2016 to Present

Roles & Responsibilities:

- Prepare and develop preliminary cost plan, advise on cost of design team's proposals.
- Organizing for Design reviews & coordination meetings.
- Compiling of coordinated drawing with all consultants.
- Identification of contractual methods.
- Preparing tender and contract documents, including bills of quantities with the architect or the client.
- Assisting in establishing a client's requirements and undertaking feasibility studies.

- Performing risk and value management and cost control.
- Preparation of Project master schedule.
- preparation of Bills and Schedules of Quantities of materials, labor and services required in the construction and equipment of building works.
- Preparation of specifications when required so to do.
- Floating of Tender & Co-ordination with contractors.
- Preparation of Comparative statement for quotation received from Bidders.
- Preparation of Draft Work order/ Amendment Order and sending to client.
- Finalization of contractor schedule.
- prepare recommendations for interim payments, post-contract cost control and final account.
- Monitoring & Documentation of Site Daily Reports.
- Notifying the Critical issues of the project, projecting to management for controlling the same.
- Preparation of MIS Report on forth-night basis and sending to client.
- Monitoring & Tracking of Progress based on baseline program.
- Design & GFC drawing co-ordination with consultants.
- Preparation of Project Presentation for Technical meetings with clients.
- Managing team of engineers and coordinating for day to day project plans.

Projects handled:

- Marbella, Chandigarh, Punjab-Residential- BUA- 20,00,000 Sft- Basement + Stilt+23-704 Flats
- The Address, Chandigarh, Punjab-Residential – BUA-10,72,000 Sft-Stilt + G+ 13- 1172 Flats
- Hebron Avenue, KR Puram, Bangalore- Residential-BUA- 4,56,437 Sft -Stilt + G+11- 448 Flats
- Swarna Griha, Tumkur- Residential Apartment-BUA- 5,94,000 Sft- G+13- 1132 Flats
- Pelican Groove project, Bangalore – Residential- 0.7 Acres – Basement 2+ G + 17 – 34 luxury Flats (6000 sft per flat).
- Harvest Hotel Project, Bangalore – interiors – BUA- 3,00,000 Sft- Basement +G+7 – 102 Keys

Krishna Enterprises, Bangalore | Sr. Engineer- Planning & QS | From April 2015 to April 2016

Roles & Responsibilities:

- Preparation of preliminary budget.
- Preparation of Pre-construction Schedule & Master Schedule.
- Preparation of Workorder / purchase order for inhouse contractors.
- Tracking of schedule, identifying & reporting the deviations/ critical issues to management for consideration.
- Certification of interim bill from the site for payment process and forwarding to accounts after technical approval.
- Checking of material Procurement request from site and after verification, forwarding to purchase department.
- Tracking of cashflow in respect of the budgeted cost.
- Managing team of engineers and coordinating for day to day project plans.

Projects handled:

- **QS-** Gold fields- 7 acres – 532 flats 2+G+14, North woods – 72 villa –G+2,
- **Planning-** Brighton 2+G+22 – 42 flats- 1.08 acres, Haven 1+G+7 -60 flats, Aqua bay 1+G+4 -80 flats 4 acres.

Provident Housing Ltd, Bangalore |Engineer – Planning & Contracts |August 2012 to February 2015

Roles & Responsibilities:

- Preparation of Estimates for initial budget proposals for cost of projects.
- Preparation of Pre-construction Schedule & Master Schedule.
- Preparation of bill of quantities
- Take of quantities of civil works from GFC drawings.
- Preparation of comparative statement for Civil Bidders.
- Preparation of additional Works Work order and Purchase order.

- Certification of interim bill from the site for payment process and forwarding to accounts after technical approval.
- Tracking of cashflow in respect of the budgeted cost.
- Managing team of engineers and coordinating for day to day project plans.
- Preparation of ISO formats for company.
- Organizing ERP team to upload the technical data into the system.

Projects handled:

- Cosmo City 31 acres G+4- 2174 flats - Chennai,
- Green Park G+4 -560 flat- 9 acres.

Sobha Developers Ltd, Bangalore |Sr. Project Engineer- Billing & planning |August 2010 to August 2012

Roles & Responsibilities:

- Taking off quantities for the civil & interior works.
- Calculating required material to raise request in advance in the ERP system.
- Preparation of Joint measurement sheet, monthly Running Bills and get certified from the client for interim payment process, forwarding the same to Head Office.
- Certification of sub-contractor bills on monthly basis as per work order terms & conditions.
- Sending DPR, Productivity Report, material inventory report, NMR Reports, Technician Report to Head office and Client's Partially.

Projects handled

- Trident Hotel Project, HCL technologies, Biocon Project.

Petron Civil Engineering Pvt Ltd, Mumbai | Project Engineer |July 2008 to August 2010

Roles & Responsibilities:

- Taking off quantities for the civil works for material requirement such as concrete, shuttering, steel, Bricks, bolts etc.,
- Assisting project manager to ensure the construction activities has organized as per project schedule.
- Allocating labors based on the work plan.
- Supervising, ensuring Placing of concrete whilst other activities has executed as per drawing and coordinates.
- Providing levels through levelling instruments to the concrete and shuttering surfaces.

Projects handled

- Bhushan Steel Plant, JSW Cement Ltd and other Industrial Buildings. Also constructed Special Structures like Blending Silo- inverted cone shape.

Place: Bangalore

Signature

Date:

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