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| Vivek Panwar  |  | | --- | |  | | vivekpnice@gmail.com | |  | | +919650741910 | |  | | LinkedIn URL | | Link to other online properties: Portfolio/Website/Blog | | Objective A career that is challenging and interesting, and lets me work on the leading areas of technology, a job that gives me opportunities to learn, innovate and enhance my skills and strengths in conjunction with company goals and objectives. | | Skills Leadership and team motivation, Self-motivated and resourceful, Detail and accuracy oriented, optimistic, Project Management, Easy learner, Good communication and interpersonal skills, Coordination and organization. Adaptable | |  | |  | | --- | | Experience- 4.8+yrs **Assistant Project Manager/Knight Frank India Ltd.** Nov 2017-Present **Job Responsibilities:-**   * On site supervision and execution of work. * Day-to-day management of the site, including supervising and monitoring the site labor force ant he work of any subcontractors and suppliers * Conduct Quality Control and Quality test at site. * Ensuring that all materials used and work performed are as per specifications * Management of quality, safety, and schedule for projects * Running of daily/weekly meetings * Documentation of project progress * Verify that design and specifications are being followed accurately * Work closely with the contractor assuring their compliance * Assist with RFI  Senior Civil Engineer/Future Group IndiaAugust 2016-Nov 2017 **Job Responsibilities:-**   * Undertaking technical feasibility studies and site investigations. * Monitoring of site progress. * Monitoring the provision of materials. * Liaising with and directing the work of sub-contractors employed on the projects. * Managing, supervising and advising on civil engineering issues. * Ensuring quality of workmanship. * Scheduling work and adjusting each stage of work to meet time and budget targets. * Reports as required, raise PO .  Site Engineer/Bcc Infrastructures pvt.ltdJune 2013-August 2016 **Job Responsibilities:-**   * Completion of all inspection and test plans in the field, quality assurance records in the field and liaising with 3rd party inspectors as required. * Ensuring that all materials used and work performed are as per specifications * Managing, monitoring and interpreting the contract design documents supplied by the client * Participating in the quality control activities. * Liaising any consultants, subcontractors, supervisors, planners, quality, surveyors and general workforce involved in the project. * Day-to-day management of the site, including supervising and monitoring the site labor force ant he work of any subcontractors and suppliers. * Co-coordinating and implementing temporary works systems and reviewing the site requirements including false work/formwork. * Planning the work and efficiently organizing the plant and site facilities in order to meet agreed deadlines. * Overseeing quality control and health and safety matters on site. * Resolving any unexpected technical difficulties and other problems that may arise.    Working on precast technology for construction of multi-storey. | | EducationMBA (Infrastructure & Construction Management)/2015(JNU)B.tech (Civil Engineering)/2013(UPTU)School  **12th** from Flora Dale Sen. Sec. School, affiliated to CBSE, in 2008.   **10th** from S.S.S.B School, affiliated to CBSE, in 2005.   Won G.K quizzes in school as well as at college level.  **TECHNICAL SKILLS**:-   Knowledge of Windows and Internet.   Knowledge of AUTO-CAD.   Good knowledge of MS-Word and MS-Excel.  S Project 2013 | | Volunteer Experience or Leadership **Captain** of college cricket team and represent college in various competitions.  Active member of **“Trailblazers Foundation” (National NGO).**  **Actively** organized events in school & college.  ***PERSONAL VITAE:-***  Father’s name: N.P.S PANWAR  Date of Birth : 28th, Jul-1990  Marital Status: Married  Permanent Address: Hno-49 Pocket-D Dilshad Garden,  Delhi-110095  Language : English, Hindi | |