

CURRICULUMVITAE

MANOJ KUMAR



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➤ ADDRES

HouseNo-643A Gali No-2 MS
BlockRANA JI Enclave
Najafgarh. New-Delhi-110043

13 YEARS .

WORKING EXPERINCE

CAREER OBJECTIVE

To be a successful professional without compromising on Human Value and playing a more pro-active role in its technical and management task while helping it achieve its mission and vision that Will mirror the changing international face of business.

- **Organization** : Good health Industries Pvt.Ltd
- **Designation** : Manager Civil /Maintenance
- **Duration** : 28Oct-2021 to On Word working
- **Location** : Rajouri Garden New Delhi

- **Organization** : Kwality Dairy India Limited
- **Designation** : Assistant Manager Civil /Maintenance
- **Duration** : 01March-2017 to Oct-2021
- **Location** : Rajouri Garden New Delhi

- **Organization** : Hcc-Samsung jv Dmrc Project cc-34
- **Designation** : Project Engineer Civil (Finishing)
- **Duration** : 01Jun-2014 to Feb-2017
- **Location** : Delhi Dashrath puri Metro Station

- **Organization** : M2K Developers Pvt. Ltd
- **Designation** : Site Engineer Civil
- **Duration** : 17 Feb-2011 to May 2014
- **Location** : M2K Corporate Park Gurgaon.

- **Organization** : DDA Mega Housing Project
- **Contractor** : Brahmaputra Infrastructure Ltd.
- **Designation** : Trainee Engineer
- **Duration** : Apprentice 2010
- **Location** : D-6 Vasant Kunj. New Delhi

**JOB
PROFILE**

Working as a Site Engineer (civil) involving in construction/Maintenance of Commercial, Milk Plant, Mustard Oil Plant, Residential, Multistory project ,Kothi, Farmhouses which includes construction of R.C.C. structure & finishing, Plumbing and Electricals work. Continuous chasing to contractors for timely completion of job with proper safety and quality. Also involves in planning of civil jobs, co-ordination with sub-contractors. & Monitoring & Handled the Handing Over Job of work with Customer Satisfaction.

**PLANNING
SECTION**

- ☞ Site visit to check all works done and maintains check records applicable to each activity.
- ☞ Preparation & Submission of Daily Progress Report (DPR) to the client.
- ☞ Preparation Monthly Progress Report (MPR) & submission to client.
- ☞ Monthly physical stock verifications with stores and prepare bulk material reconciliation on 25th of each month.
- ☞ Preparation of petty contractor bill.
- ☞ Making of Work Order/Purchase Order in ERP System.

TECHNICAL EDUCATION

- ☞ **3 Years Diploma in Civil Engineering.**
- ☞ Passing out of 2010 has obtained(**A Grade.**)
- ☞ From Baba Saheb Ambedkar Polytechnic
- ☞ Uttam Nagar New Delhi 59
- ☞ **Diploma in Computer Application Program**
- ☞ (MS-Office)(MS-Word)(MS-Excel)(Internet)(ERP)

ACADEMIC QUALIFICATION

- ☞ Graduate from Delhi University
- ☞ 12th passed from C.B.S.E.Board
- ☞ 10th passed from C.B.S.E.Board

ADDITIONAL QUALIFICATION

- ☞ First AID Course (St.John Ambulance Association)
- ☞ Directorate General of Civil Defence
- ☞ (Basic & Rescue Course Fire & Safety)

PERSONAL PROFILE

<i>Date of Birth</i>	04/05/1984
<i>Father's name</i>	Sh.Braham Pal Singh
<i>Sex</i>	Male
<i>Marital Status:</i>	Married
<i>Languages Known</i>	English, Hindi.
<i>Nationality</i>	Indian
<i>Religion</i>	Hindu
<i>Hobbies</i>	Listening to Music & Playing

Date:
Place:

(Manoj Kumar)