JAGDISH SINGH SUGRA Mobile No: +919910539981

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**Objective:**

Seeking the challenging position to utilize my skill and abilities in the field of the project and maintenance which offer s a professional growth while being resourceful, innovative and flexible. . I do not wish to add another face in crowd but to stand aside and be recognized for my diligence and intelligence.

**Over view:**

* Completing the project as per the approved layout.
* Completing the work as per the company norms and its specification.
* Completing the entire Necessary document (Paper work).
* Vendor Selection.
* Budget Preparation
* BOQ Preparation.
* Site measurement
* Bill Verification of the selected vendor.
* Exposure about civil,electrical & mechanical projects in different kind of industry
* Maintenance of the equipment.

**Professional Experience:**

**Designation: AGM –Projects for PAN India & Nepal**

**Company: Dr Lal Path Labs Ltd**

**Location: Gurgaon,Haryana**

**Durations: Nov 2011 to Till Dated.**

**CTC: 15 Lakh + AVP**

**Roles & Responsibilities:**

* Proper project planning and analysis at the initial stage of the project.
* Independently handling entire retail store of 10,000 Sqft Plus All format of company
  + Project management activities, planning, monitoring and co-ordination among the Architects, consultants, contractors, Landlords and Various Governing Bodies (Civic authorities).
  + Preparation of Budget/Estimates, cash flow projection on quarterly/annually basis.
  + Overall construction supervision of ongoing works and ensures that works are completed as per agreed schedule.
  + Checking quality of materials, workmanship, Equipments to be used in works and ensure that works are carried out as per approved Drawings and specifications.
  + Periodical review of progress of multiple sites with vendors on weekly/monthly basis.
  + Laying down specification, estimation, rate analysis, drawing up BOQ, finalization of tender documents in coordination with Architects and assist the contracts and procurement in tendering and negotiation.
  + Verification/Justification and Settlements of extra claims raised by the vendors
  + Certification of Measurement of work executed at site, Preparation of change order and Variation as per site requirement.
  + Assist the Department head in Selection and development of new vendors/contractors and performance review of existing Vendors/contractors.

**Designation: Manger-Project,operation & Maintenance**

**Company: Asian Institute of medical science -350 Bed super specialty hospital**

**Location: Faridabad,Harayana**

**Duration: Nov 2009 to Nov 2011**

**Designation: Deputy Manager-Project,Operation & Maintenance**

**Company: Apollo hospital ,750 Bed super specialty hospital**

**Location: Sarita Vihar Delhi**

**Duration: Oct 2006 To Oct 2009.**

**Designation: Senior engineer –Project & services**

**Company: ACG worldwide-Pam Pharma & Allied Machniery Company Pvt Ltd**

**Location Mumbai & Later North India**

**Duration: Sep 2002 To Oct 2006**

**Designation: Asst.Chief engineer**

**Company: Rossetta Textile Pvt Ltd-USA based Firm In india**

**Location: Faridabd,Haryana**

**Duration: March 2001 To Sep 2002**

**Designation: Project Engineer**

**Company: MVS Engg Ltd,Delhi based**

**Duration: March 2000 to March 2001**

**Location: For PAN india**

**Designation: Engineer –Trainee for project & Maintenance**

**Company: Advance detchem Ltd**

**Duration: sep 1998 to March 2000**

**Location: Silvasa,D & NH**

**Professional Qualification**

Completed POST DIPLOMA in R & AC (2009-2010 ) -one & half year from B.T.E.Delhi

Completed DIPLOMA IN MEC. ENGG. FROM B.T.E. NEW DELHI IN 1998 WITH 66%

Completed AUTOCAD R-12 FROM PRIYADARSHNI COMPUTER INSTITUTE , NEW DELHI IN 1998

**Education**

* Completed 12TH (SCIENCE STREAM) FROM C.B.S.E. NEW DELHI IN 1995 WITH 67%
* Completed 10TH FROM C.B.S.E. NEW DELHI IN 1993 WITH 76%

**Computer proficiency**

MS Office,Autocad,MS excel,Email

**Language**

Hindi & English

**Personal details**

Date of Birth 26 November 1979.

Status Married

Place:-

Date:-

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