

# HARMANPREET SINGH

## ASSISTANT MANAGER CIVIL



B-34,367/2A, Pritam nagar, Civil lines , Ludhiana , 141001



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### JOB OBJECTIVE

Detail-oriented Civil Engineer with 5+years of experience in managing different phases of engineering operations, looking for managerial position. Capable of handling multiple projects at a time with minimum supervision.

### EDUCATION

Btech in Civil Engineering,  
2011-2015 CT Group of  
Institutes (PTU)

Senior Secondary School,  
2009-2011(PSEB)

### RELEVANT SKILLS

- Exceptional experience in the construction industry.
- Proficient in Microsoft Office products like Word, Excel and PowerPoint.
- Proficient in AutoCAD 2D.
- Immense ability to handle multiple ongoing tasks with changing priorities.
- Uncommon ability to work independently and in a team environment.
- Proficient in negotiation.

### EXPERTISE

Administration 82%



Reporting Skills 90%



Supply Management 75%



### JOB EXPERIENCE

#### Assistant Manager Project, Jan-2020 - Present Eastman Industries Ltd.

- Civil projects as well as Interior project supervision , coached & monitored the project team.
- To get work done as per Drawing & Project requirements.
- Quality assurance of every kind of construction activities.
- To co-ordinate with Contractor, Consultant & Architect.
- Estimation & Costing related to construction
- Planning of work as per project & management requirements.
- Verifying bills relates to construction including Running & Final bills.
- Taking quotation from suppliers & Generation of PO for every material purchase.
- Premix concrete, steel samples testing from 3<sup>rd</sup> party.
- Reconciliation during and after completion of project.

## INTERESTS



Sport



Gym



Singing



Travelling

### Site Manager, July 2017 – Jan 2020

#### Smart Solution (PMC)

- Supervising and overseeing the direction of the project, ensuring that the client's specifications and requirements are met.
- Coordinating and supervising construction workers.
- Making safety inspections and ensuring construction and site safety.
- Checking and preparing site reports, drawings.
- Finding ways to prevent problems and to solve any that crop up.
- Writing reports and keeping on top of paperwork.
- Helping to negotiating contracts and securing permits.

### Site Engineer Dec 2015 – July 2017

#### Property Super market Pvt. Ltd. (Ireo waterfront)

- Organizing materials and ensuring sites are safe and clean.
- Preparing cost estimates and ensuring appropriate materials and tools are available.
- Providing technical advice and suggestions for improvements on particular projects
- Inspect project site to monitor progress and ensure design specifications as well as safety and all standard being met.
- Supervising contracted staff.
- Preparing site reports and filling in other paperwork.
- Liaising with contractors and other professional staff especially with project manager.