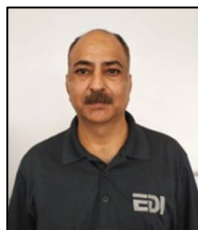


# Curriculum Vitae

## PERSONAL INFORMATION

Devi Dass Wadhwani



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[Profile on linkedin -https://www.linkedin.com/in/dd-wadhwani-2070b1115/](https://www.linkedin.com/in/dd-wadhwani-2070b1115/)

Passport No. - N9377494

Notice time – 15 Days

**Residence Permit :** Sponsorship required

**Sex :** Male **Date of birth:** 22/07/1973 **Nationality:** Indian

**Language(s) :** Proficient in English, Hindi (Mother tongue), Sindhi

### Preferred Job/Position looking for: Responsibilities

Commercial Head – Civil / Interiors / Contract Management / Procurement Execution, Contracts of Subcontractor, AMC's, Billing, heading Centralised purchase, Facilities Order and Procurement, Store inventories.

### Job Experience

+ 25 years In the area of construction of Township. Commercials, Hotels, Resort, Schools, Restaurants and Facilities

### Work Experience:

(June 2020- Dec 2020)	<p><b>M3M India Pvt Ltd, Sec 65 Gurgaon</b>  <b>AVP – Material Management</b>, Sites – Myden (204 Serv Appt), Urbana OKR, Urbana Prem, Corner walk, SCO –sec 84 &amp; 113, MIFC, Golf Estate, Lattitude, Trump Tower, Prive 73, sec 65 sales gallery, 65<sup>th</sup> Avenue, Broadway etc</p>
<p>(Feb'2007- May 2020)</p> <p><b>VP- Material Management</b></p>	<p><b>Vatika Group, Gurgaon (Hr)</b></p> <p>Vatika Group has created projects that touch every walk of life and human endeavor, while setting new benchmarks in quality. Today the Group enjoys a market value of over Rs. 7900 Cr's, spanning real estate, and hospitality and facilities management.</p> <p><b>EMPLOYMENT-</b></p> <ul style="list-style-type: none"> <li>Contract, Execution, billing and Procurement related and execution. (Hotel, Resort, Real Estate, Commercials, Schools, Hospitality and Facilities Sector)</li> <li>Heading Commercial Division which was responsible for award of all pre/post contracts, billing and Purchase, Liase with project engineers and sub-contractors for claim assessment.</li> <li>Set up detailed processes including drafting of GCC, Contract formats, budgeting, Deviation, Substitute, Extra/ Change orders, billing etc.</li> <li>Exposure in Contract Management &amp; procurement, bidding, Tendering, Contract, evaluation, negotiation, execution, Procurement, chain Supply Management Cost control &amp; Client Management. Client interactions in all forms of communications,</li> <li>Working in Oracle R12, billing Maintaining contractual records,</li> <li>Developing and implementing procedures and policies, Estimation, Material Specifications, Running Bills, Schedules, MIS, cash flow, Bar-Chart, verification of bills/Invoices, Labors Execution, Material Managements and clients satisfaction etc.</li> <li>Vendor Development, Finalization of AMC's, independently handling all contractual aspects of major projects, rate analysis, Certification of RA bills, Material Reconciliation; oversee the buying of materials and supplies for companies, including materials used for the production of goods.</li> <li>This responsibility involves prices with vendors and evaluating the quality of available products, to provide quality goods at reasonable prices. negotiating and contracts, purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items, approval from requisitioning department, forwarding orders to suppliers, monitoring and expediting orders etc</li> <li>Leading a Team of Engineers of different disciplines for site planning and Quality, Schedule and Cost Management/ Budgeting.</li> <li>Well conversant with pre and post Tendering Processes</li> <li>Work with interior Architects/ designers in construction space planning, furniture coding and presentation boards.</li> </ul>

	<ul style="list-style-type: none"> <li>Organize store, inventory and maintain material library interaction/market products.</li> </ul> <p><b>Job Responsibilities and Key Achievements</b></p> <ul style="list-style-type: none"> <li>Responsible for Tendering &amp; Evaluation Work to projects. Budgeting, cash Flow, MIS, award of contracts, PO, Tech Specs, Comparative statements, Rate analysis, vendor management, Rate Contracts, AMC's, CMC's, Pre/post contracts, billings and PO Through Oracle /ERP</li> <li>Responsible for finalize the rates, Negotiation, effecting the project costing.</li> <li>Coordination and Interaction with agencies like Architects, consultants, Site Engineers, Client, Contractors, suppliers and logistics</li> <li>Responsible for all procurement Like – Operations, Real Estate, Commercial, Hotels, Facilities, Vatika Business Centre's, schools, clubs, Hospitality, QSR, Admin and Vatika Medicare.</li> <li>Vendor Development, Contracting and Negotiating</li> <li>Execution of Project, Project Planning and Billing etc.</li> </ul> <p><b>Projects –</b></p> <ul style="list-style-type: none"> <li>Westin Hotel At Gurgaon (Area : 4.2 Acre, Cost: 550 Cr), Westin Resort &amp; SPA at Sohna (Area : 30 Acre, Cost: 150 Cr),</li> <li>5 Restaurants (56, Coriaderleaf, Italian, FOX), QSR- Nukkadwala – 10 Outlets ncluding commissiory approx cost 7 crore in Delhi NCR</li> <li>Vatika Business Centers (20 Nos all over India, cost 110 Cr)</li> <li><b>Township &amp; Housing Projects –</b> Vatika City, Seven Lamp, G21, City Homes, LSH, Independent floors, Sov Park, Seven Element, Signature Villa's, India Next, GO Gym, Clubs etc -300 Acres, Jaipur 800 Acre, Ambala 300 Acres (Annual ordering- 700Cr)</li> <li><b>Commercial Buildings –</b> Vatika Mindscape, Professional Point, Vatika Tower, Vatika Attrium, Vatika City Center, Vatika One on One,</li> <li><b>In retail –</b> Vatika Town square 1 and 2, Vatika Market Place</li> <li><b>Schools-</b> Matrikiran Junior and Senior School (20 Acre) and Enviro Entity</li> <li><b>Other Fitouts-</b> BMR, ADM Agro, Lenskart, Lybrate, Systra, Grilfos, Career, Jyoti Strip, EDC, Hyundai Corporate offices and al buildings common area, Rennovation of Westin Resort &amp; PA</li> </ul>
<p>(Aug'2003' to Feb'2007')</p> <p><b>Position: Project Manager</b></p>	<p><b>Sharma Contracts India Pvt Ltd</b></p> <p><b>SCPL</b> is a leading Construction &amp; Interior Company, Naraina Vihar, Delhi Established before 25 years and grow very fast in Five Star Hotel /Residential /Offices /Embassy Executions Works all over India,</p> <p><b>Job Responsibilities and Key Achievements:</b> Tendering &amp; Evaluation Work, Contract Management, Responsible for Procurement of All material, Coordination and Interaction with various agencies like Architects, Client and Contractors Timely Execution of Project within Budget, Preparing P &amp; L, MIS, Project Planning and Coordination.</p> <p>Worked on different type of projects, refer below details :</p> <ul style="list-style-type: none"> <li><b>Hotel Claridges</b> at Aurangzeb Road, Delhi, Refurbishment of 32 Rooms, Maharani Hall.</li> <li><b>Hotel Claridges</b> at Mussorie, Bar, Lobby, Library, and Restaurant Work</li> <li><b>Apollo Clinic at Agra and Bhopal</b>, Interior &amp; Civil Work</li> <li><b>Fortune Hotel At Gurgaon</b>, Civil and Interior of Restaurant Works</li> <li><b>Grand Hyatt</b> at Mumbai, Bar, Lobby, Guest Rooms and Restaurant Works</li> <li><b>Grand Laxmi Villas at Udaipur</b>, Renovations of Rooms, Toilets and rooms</li> <li><b>Nanda's House at Prithviraj Road</b>, Interior &amp; Civil Work , Area 4500sft</li> <li><b>Mahindra and Mahindra, Bhikaji Cama Place</b>, Interior &amp; Civil Work , Area 7500sft</li> <li><b>US Embassy At Katmandu, Nepal</b>, Interior &amp; Civil Work , Area 25000sft</li> <li><b>VLCC at Agra, Pusa Road and Ahmedabad</b>, Interior &amp; Civil Work ,</li> <li><b>Pastry Shop and M.D. Office at Hotel Claridges</b>, Interior &amp; Civil Work,</li> </ul>

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	<ul style="list-style-type: none"> <li>• Club Privee at Bharat Hotel, Interior and Civil Work</li> <li>• GMR Co-operate Office at Birla House Connaught Place, Interior &amp; Civil Work</li> <li>• ChelmsFord Club – Tea Lounge at Raisina Road, Interior &amp; Civil Work</li> <li>• Chandhok Farm – Interior of Banquette Hall/ Reception/Basement, Interior &amp; Civil Work</li> <li>• Supply of Furniture- UK Embassy, Chanakya Puri,</li> <li>• Today Hotel, Gurgaon – Interior of 33 Rooms/Meeting, Business Centre and Suits, Interior &amp; Civil Work</li> <li>• Assotech (Windsor Park), Ghaziabad Interior of 114 Keys, Interior &amp; Civil Work</li> <li>• Residence Of Mr. Vohra at GK-I, Interior &amp; Civil Work</li> <li>• Radisson Hotel, Varanasi- Interior/ Fixed Work of Restuarant, Interior Work</li> <li>• Hotel Hill View, Suraj Kund- Interior/ Fixed Work of Locker &amp; Bar Area, Interior &amp; Civil Work</li> <li>• Reliance Retail Shops at Supertech Ghaziabad, Faridabad and Kirti Nagar, Interior &amp; Civil Work</li> </ul>
(Nov'1994 to Jan'1998) and (April'1999 to July'2003)  <b>Contract/ tendering &amp; Project manager</b>	<b>Designo International, (Architectural and Interior Firm) Kamla Nagar, Delhi</b>  <b>List of some prestigious projects executed/designed during the job:</b> <ul style="list-style-type: none"> <li>• Alert India, Delhi corporate office (Mr. Ashwani Sachdeva)</li> <li>• Birla Horizon's International, Noida, U.P. (Mr. Atul Sharma's Office)</li> <li>• CMM Ltd., White House, New Delhi. (Office)</li> <li>• Global Info soft, NSIC-STP, Okhla (Mr. Atul Sharma's Office)</li> <li>• Birla Horizons International, Noida, U.P. (Mr. Avinash)</li> <li>• General Engg. Works, Kanchanjunga Bldg., C.P., New Delhi</li> <li>• Rama Inn Guest house, East of Kailash, New Delhi.</li> <li>• BOI International Pvt. Ltd., NSIC-STP, Okhla, Delhi</li> <li>• Hotel Ramakrishna, (Group of Acharya Hotels), Haridwar.</li> <li>• General Engg. Works, Kanchanjunga Bldg., C.P., New Delhi</li> <li>• Osia Italia Showroom + Office Block, New Rohtak Road, Delhi</li> <li>• Zap Computers, Noida, U.P. (Mr. O.P. Singal)</li> <li>• Sharda Exports, Okhla Estate, Delhi.</li> <li>• General Engg. Works, Kanchanjunga Bldg., C.P., New Delhi</li> <li>• Nidhi Kunj, Friends colony, New Delhi.</li> <li>• IGIA and Domestic Airport</li> <li>• Vijay Goels's Office At Krishi Bhawan</li> </ul>
(Feb'1998 to March'1999)  <b>Contract/ tendering &amp; Project manager</b>	<b>Architecture Interior Management, Lawrance Road, delhi</b> <b>Job Responsibilities and Key Achievements:</b> Project Planning and Coordination, Purchase Material, Client Management & Tendering etc. <ul style="list-style-type: none"> <li>• ANZ Grindlays Bank, Delhi- ATM's (Interiors in all Delhi NCR Branches)</li> <li>• Bombay Merkantile Bank, Moradabad, U.P.</li> <li>• ANZ Grindlays Bank, Punjabi Bagh, Delhi</li> </ul>
Oct. '94' to Nov. '1994'	1994 – Part Time worked as Arch./Engg. in Rupali Behl's Office at Sidhartha Enclave.

### Academic Records:

- 1991 – 1994, Three Years Diploma In Architecture From Delhi Technical Board, CRRIT Kanjhawla Delhi. (72.41%)
- 1994 – 1995, One Year Diploma In Interior Designing From Ext Int Pvt Ltd (Jenson & Nicholson), N Delhi.(67.79%)
- 1997 – 1998, One Year Certificate Course in Civil Engg, from All India Education Society, Calcutta
- 1999 – 1999, Three Months Diploma in Cad from Cad Tech Lajpat nagar, Delhi
- 2001 - 2003, Bachelor in Infomation Technology from Manipal Academy of Higher education. (62.7%)
- 2001 – 2005, MBA Bachelor in Civil Engg from Asian Institute of Management and Technology, Delhi (66.29%)
- 2004 – 2006, Master in Information Technology from Allahabad Agricultural Institute – Deemed university (65.19%)
- 2005 – 2007, MBA in Contract Management/Purchase from Asian Institute of Management and Technology, Delhi (67.81%)

### Organizational /Managerial Skills :

Leadership (Currently responsible fro managing offshore team, conducting training on solution enhancement,, working on innovations).

### Computer Skills :

Knowledge of Computers, Microsoft office, PPT, Oracle -14, Farvision, Build Supply, MIS Software.