

# MISS. HETAL JAVERCHAND SHAH

~ Project Coordinator ~

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## CAREER CONSPECTUS

### CORE COMPETENCIES

- ✓ **Project Coordination**
- ✓ **Execution**
- ✓ **Monitoring**
- ✓ **Planning & Billing**
- ✓ **Quantity Surveyor**
- ✓ **Quality control & Assurance**

**Over 11+ years** of experience in managing construction projects both commercial and residential right from development to delivery encompassing Execution, quality control and assurance, monitoring, controlling phases of project lifecycle, overall inter-discipline coordination, administration and resource planning.

- ◆ A team player with strong communication, leadership, analytical, organizational and relationship management skills. Successful track record in accomplishing assigned projects within agreed cost/timelines without incidences of overruns.
- ◆ Creative problem solver, able to think logically and pay close attention to detail. Good communicator, proficient at gathering user requirements and customizing database solutions as per need.
- ◆ A strategic planner with expertise in monitoring and executing construction projects with a flair for adopting modern construction methodologies in compliance with quality standards. Worked with reputed names like **M/s SaiRydam Realtors**, Nallasopara, **M/s Mayfair Housing**, Mumbai, **M/s Versatile Realtors**, Nallasopara, **M/s Joy Builders & Developers**, Mumbai and **M/s Arvind Associates**, Chennai & currently working with **M/s AECOM India**,

Mumbai.

- ◆ **VVCMC approved Licensed Engineer – VVCMC/ENGR-18.**

## KEY SKILLS AND COMPETENCIES

### PROFESSIONAL:

- ◆ Excellent end-to-end generalist problem solving skills and ability to prioritize issues and analysis
- ◆ Strong organizational, project management skills with attention to detail, and an appropriate sense of urgency, prioritization and tenacity
- ◆ Knowledge of basic project management tools, concepts and methodologies
- ◆ Ability to lead cross functional teams in order to execute deliverables and meet timelines
- ◆ Highly proficient in using business software applications including MS Excel, Access, PowerPoint, and Outlook. MS Power PI Desktop and Project Dashboard experience also.
- ◆ Adaptability to work on a diverse range of projects and lead small engagements.
- ◆ Strong analytical skills.
- ◆ Analytical with the ability to connect the dots and see the big picture and proactively anticipate trouble/issues and recommend solutions to address.
- ◆ Capability to synthesize data and information.
- ◆ Proactive, professional & energetic.

### PERSONAL:

- ◆ Excellent end-to-end generalist problem solving skills and ability to prioritize issues and analysis
- ◆ Strong organizational, project management skills with attention to detail, and an appropriate sense of urgency, prioritization and tenacity
- ◆ Knowledge of basic project management tools, concepts and methodologies

### AREAS OF EXPERTISE:

- ◆ Town planning
- ◆ Planning policies
- ◆ Infrastructure development
- ◆ Performance management

## EMPLOYMENT CHRONICLE

**Since May'16 M/s AECOM India Pvt. Ltd, Mumbai**

**Designation: Project Coordinator**

**Reporting to: Executive Director**

### Project Handled

**Project Name : Warehouse, Thane Belapur Road, Turbhe**

**Client : IKEA India Pvt Ltd**

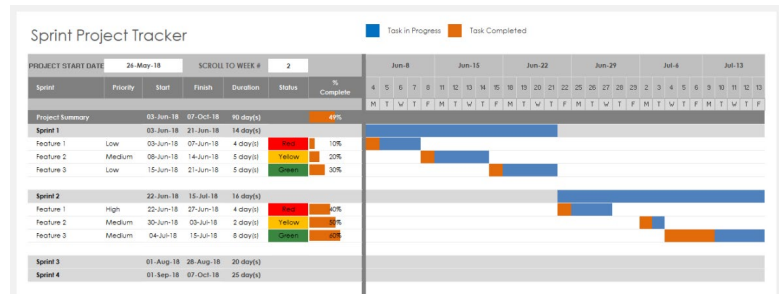
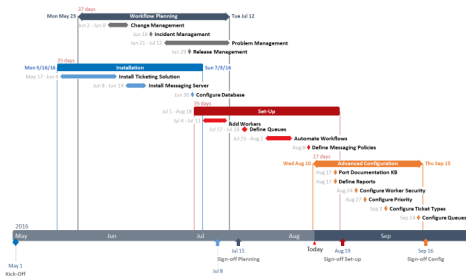
**Project Details:** Construction of Furniture Warehouse

**Duration:** From May 2016 to September 2016

**Role:** Project - Planning Manager

**Responsibility:**

- Prepared project schedules and made projection adjustments as required. In-cooperated design, tender and construction phase.
- Prepared progress reports and tracked the project in terms of time, cost and budget.
- Assisted seniors in preparing utility plans for a 110-acre Warehouse project.
- Organized meetings with contractors and Head of departments for review of work progress.
- Assisted construction manager in pre-planning of installation reducing project completion time.
- Tracked delivery of materials for construction, services and fixtures.
- Inspected project sites to monitor progress and adherence to design specifications.



### **Project Handled**

**Project Name :** Factory Extension, DUMDUMA, Assam

**Project Name :** Hindustan Unilever Pvt Ltd.

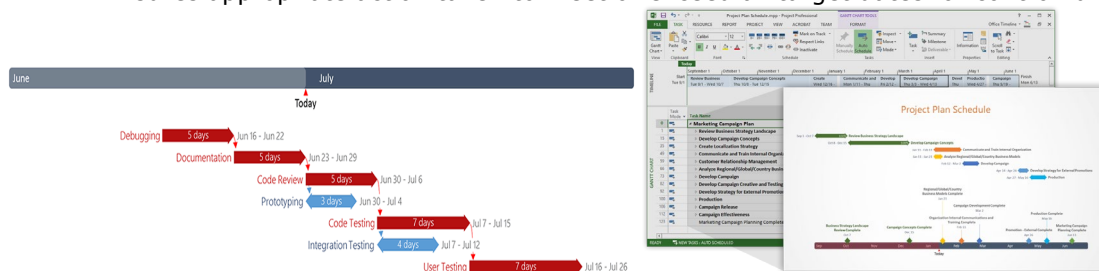
**Project Details:** Construction of Extension of Existing Factory

**Duration:** From September 2016 to February 2017

**Role:** Project – Planner / Scheduler

**Responsibility:**

- Analyzed blueprints, specifications and other construction documents to effectively prepare estimates.
- Assisted seniors in estimating quantities and cost of materials, equipment and labor to determine project feasibility.
- Prepared monthly cost reports including project cash rows.
- Prepared Bill of Quantities.
- Evaluated the bid prices of subcontractors.
- Proactively monitors and ensures deadlines met and issues resolved relative to.
- Outstanding audit issues. Ensures no slippage.
- Security exemptions. Ensures exemptions are renewed or closed prior to expiry date.
- Ensures appropriate action taken to meet or exceed all target dates for control function activities.



### **Project Handled**

**Project Name :** Project Seabird Phase II, Karwar

**Client :** Indian Naval Academy (INA)

**Project Details:** Phase II construction of the Indian Navy base

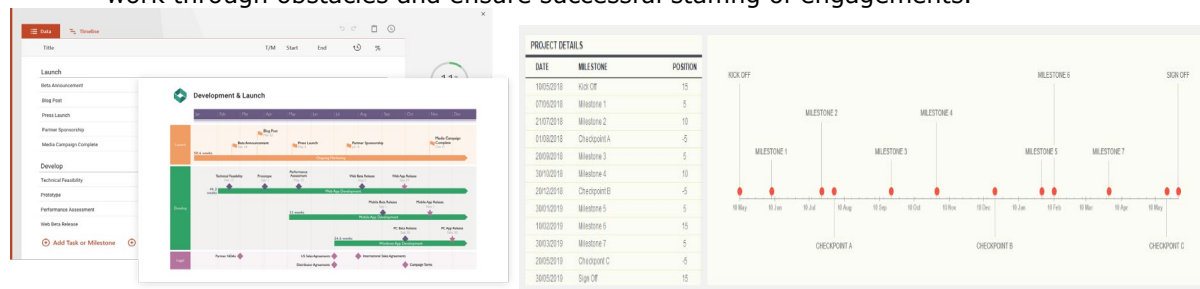
**Duration:** From March 2017 to August 2017

**Role:** Project – Planner, Scheduler & Cost Controller

**Responsibility:**

- Take a Leadership role in transforming, building and managing a best-in-class Resource Management and Capacity Planning organization building discipline into our process and operations.
- The focus of efforts will be on defining a solid model that provides structure immediately and adds details as part of the a continues improvement process that builds best practices as the field evolves and the systems, tools and process mature.
- Responsible for all aspects of tracking, forecasting, analyzing, and planning of assigned project roles, headcount requirements, attrition given utilization targets.
- Business management (revenue and margin), personnel management (hiring, development, utilization), services offering metrics, and customer satisfaction of the practices.

- Recruit, manage, mentor, and professionally develop a best in class Resource Management team Professionals.
- Transform team by defining enablement plans to drive consistent planning, sourcing, and staffing of delivery roles as the organization transforms from their current roles to future state roles and titles.
- Provide management oversight and an escalation path to customer escalations with field teams as they work through obstacles and ensure successful staffing of engagements.



### **Project Handling**

**Project Name :** Island City Centre, Dadar (E)

**Client:** Bombay Realty Pvt. Ltd.

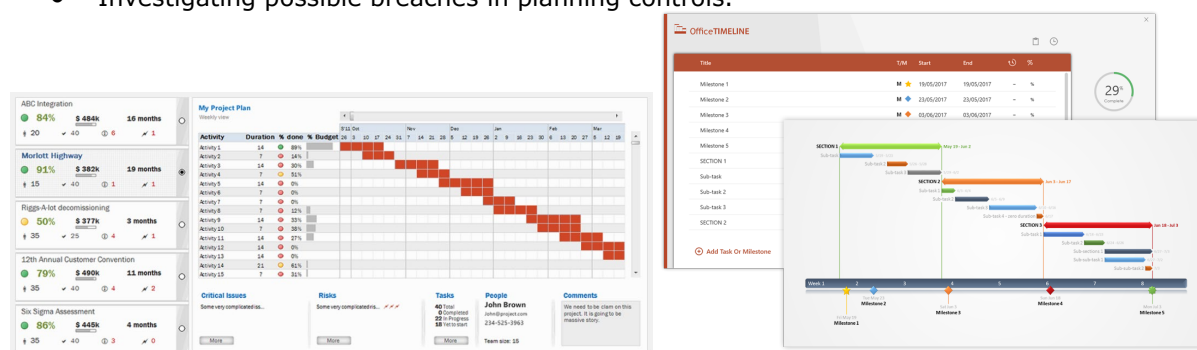
**Project Detail:** Construction of Two Towers of 3Basement+Ground+Podium+60Residential +3Service+3Fire check floors.

**Duration:** From September 2017 till August 2018

**Role:** Senior Project – Planner, Scheduler & Cost Controller

**Responsibility:**

- Processing a wide range of planning applications.
- Providing an efficient, effective and focused service which meets statutory, corporate and service requirements in the processing of any planning applications.
- Deciding whether proposals require planning permission.
- Being the main point of contact for planning advice on all planning issues associated with any given development.
- Providing pre-application advice to applicants on the suitability of proposed schemes.
- Giving instruction and guidance to external consultants, contractors and housebuilders.
- Identifying project risks, rewards, and constraints.
- Presenting planning works in a neat and accurate fashion that can be understood by others.
- Ensuring that work colleagues and external partners are given appropriate advice and information on all planning matters.
- Producing high quality reports, briefings and publicity material for a range of audiences.
- Preparing planning budget and overseeing any expenditure.
- Managing and supervising the work and performance of staff within the planning department.
- Checking all reports and correspondence produced by planning staff to ensure it is accurate and of the highest quality.
- Enforcing planning control and appeals.
- Investigating possible breaches in planning controls.



### **Project Handling**

**Project Name:** Mumbai Trans Harbor Link (MTHL)

**Client:** MMRDA

**Project Detail:** Construction of Mumbai Trans Harbor Link 21.08km Long Sea Bridge

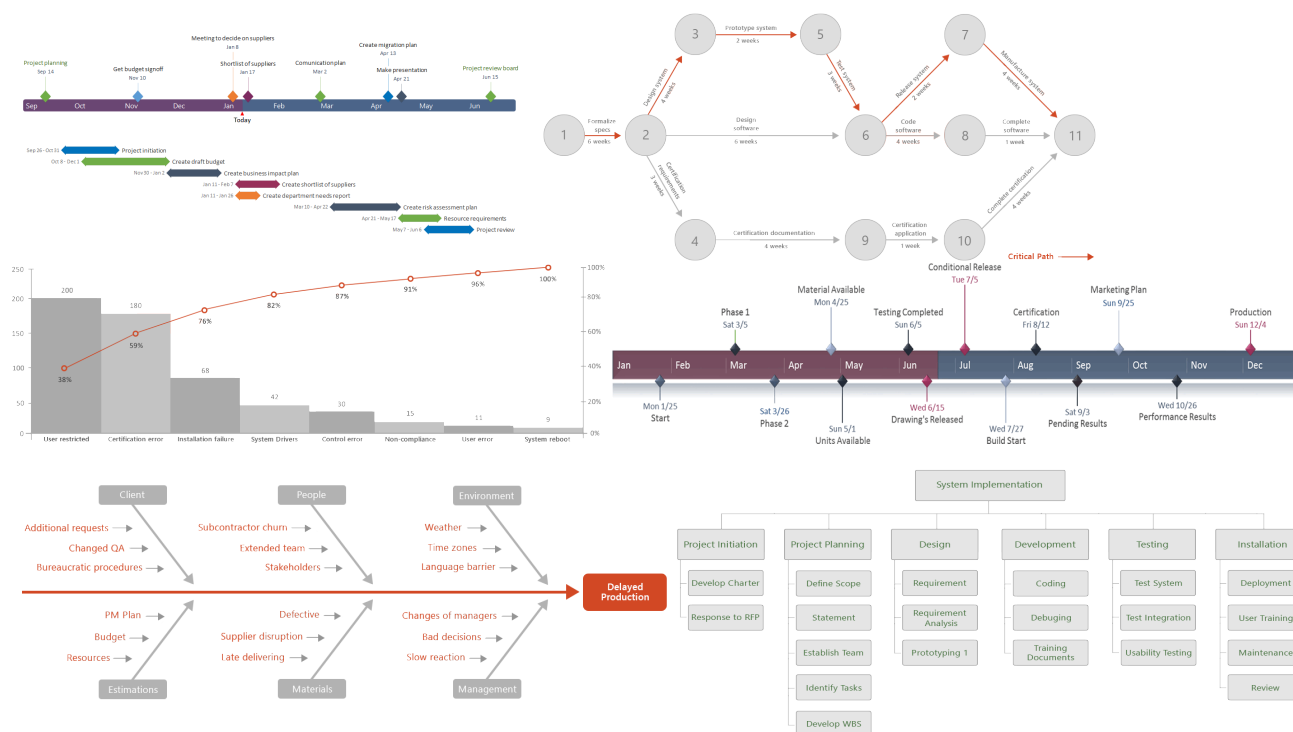
**Duration:** From September 2018 till date

**Role:** Senior Project – Planner, Scheduler & Cost Controller

**Responsibility:**

- Understanding project specifications and developing time schedules and budgets that meet them.

- Negotiating with vendors and contractors to secure the best prices.
- Observing existing processes, analyzing staff performance, and addressing deficiencies accordingly.
- Monitoring and tracking project progress and writing up reports.
- Attending and scheduling meetings as required.
- Delegating tasks and ensuring workers receive feedback.
- Understanding and meeting all contract requirements.
- Communicating with managers, supervisors, and the rest of the team.
- Analyzing technical drawings and providing material and cost estimates.
- Ensuring all projects are completed on time and within budgets.



## August'13 – May'16 M/s Sairydam Realtors Pvt. Ltd, Nallasopara

**Designation: Project Coordinator**

**Reporting to: Project Manager/Director**

- Coordination & monitoring engineering activities with all engineering disciplines to ensure timely completion of all activities & deliverable during the various stages of multi-discipline projects.
- Managing and mitigating project risk by with appropriate statutory / system compliance and establishing internal control mechanisms.
- Preparing and presenting reports, highlight key tasks and periodically update the management.
- Establishing and evaluating Environment, Occupational Health and Safety at the project site to exceed benchmarks.
- Ensuring project progress on various parameters such as quality, time, cost, etc. using selected Project management tools.
- Implementing the agreed action plan to the agreed standards and deadlines.
- Leading the project team and coordinating the project.

## March'13–August'13 M/s Mayfair Housing Pvt. Ltd, Mumbai

**Designation: Planning Engineer**

**Reporting to: General Manager-Projects**

- Verifying main contractors & sub-contractors RA bills includes checking of 'RCC & Civil Finish' items as per BOQ & Work Orders, correlating claimed quantities with actual quantities executed & preparing payment certificate for the same to process for payment.
- Preparing WO's & BOQ's of various works before commencement of any new work for contractors.
- Doing Reconciliation of material issued by the sub-contractors.
- Calculation of quantities of 'RCC & Civil Finish' (as per Specifications), incorporating the same in Abstract (BOQ) as per item mentioned in it. Preparing 'Bar Bending Schedule' (as per typical reinforcement detail) & finally preparing the amount summary sheet.

- Checking the Onsite Measurements of work done and Certifying RA bills from client.
- Preparation of Rate Analysis for items & finalizing the quotation for the same.

#### **June'12-March'13 M/s Versatile Realtors Pvt. Ltd, Nallasopara**

**Designation: Project Coordinator**

**Reporting to: Project Manager/Director**

- Devising and implementing processes, in line with organisational standards and specifications.
- Handling end to end projects encompassing quality control & assurance and implementing quality standards.
- Driving a team of multi-disciplinary professionals and liaising with the contractor/client at all stages of the project for progress, quality work, securing approvals, finalisation of specifications, reporting progress and final handover.
- Studying contracts document for knowing Quality standard, scope and responsibility of contractors
- Attending the weekly progress review meetings, consultants meeting as well as weekly quality and safety meetings.

#### **June'09-Sep'10 M/s Arvind Associates Pvt Limited Chennai**

**Designation: Structural Engineer**

**Reporting to: General Manager**

- Preparing MIS (MANAGEMENT INFORMATION SYSTEM) doing total incurred & activities done for the respective month & planning for the future with planned progress as per the final completion of project.
- Checking and monitoring material quality received from vendors/ suppliers.
- Monitoring sub-contractors' quality in execution of the work.
- Studying the architectural drawings, Structural drawings and Services Drawings to avoid discrepancies during execution.
- Monitoring Daily Progress Report, Weekly Progress Report, Daily Labour Report and Daily Materials Consumption Report.

#### **SCHOLASTIC**

- ❖ M.B.A Construction & Project Management from KSBM, Mumbai. 2010 – 2012 – (72%)
- ❖ B.E. Civil Engineering from Anna University, Chennai. 2005- 2009 – (67%)
- ❖ H.S.C. from Jain Vidyalaya, Madurai. 2003-2004 – (68%)
- ❖ S.S.C. from Jain Vidyalaya, Madurai. 2001-2002 – (70%)

#### **IT FORTE**

- ✍ Proficiency in MS Office (Word, Excel) and AutoCAD
- ✍ Knowledge of MsProject, Primavera and Staad Pro Software's

#### **PERSONAL DOSSIER**

**Address** : 904, Siddhivinayak Annex, Near Chogle Shani Mandir,  
Nancy Colony, Borivali East, Mumbai 400066.

**Father Name** : Late Mr. Javerchand L. Shah

**Date of Birth** : 6<sup>th</sup> May 1987

**Languages Known** : English, Hindi, Gujarati, Kuchi, Tamil and Marathi

**Nationality** : Indian

**Marital Status** : Single

**Mail** : innohs12@gmail.com

**Mobile** : +91 9860046586

#### **DECLARATION**

I consider myself familiar with field of construction. I am confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

**Place** Mumbai  
**Date**

HETAL J. SHAH