

## CURRICULUM VITAE

### **KOUSHIK DUTTA**

**Contact No.:-** **9903618492 & 6290631300**

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**hellokoushik.dutta@gmail.com**



**Job Objective :-** To Contribute My Talent And Innovative Skills In The Areas Of **CIVIL ENGINEERING** With **13 Years 10 Months Of Working Experience As A Billing Manager And 11 Years Of Project Engineer**. For Development Of The Company And To Shape Myself As A Sagacious Professional While Serving The Company & Soul Responsibility In An Organization Of Repute.

#### **Summary of Skills & Experience :-**

- 1 Execution Of Different Types Of Building Including Foundation (Pile, Pile Cap & Double Basement) Superstructures, VDF Flooring, S & P & Finishing Job.
- 2 Micro Planning In Site & Quality Control.
- 3 Interior Works Comprising Of Various Types Flooring, Painting, Aluminium - Partition Wall, Door & Window, Composite Panels, Structural Glazing, False Ceiling, Acoustics & All Type Of Finishing Work.
- 4 Special Repair & Maintenance Work of Housing Estate & Office Complex.
- 5 Quantity Survey, B.O.Q., Rate Analysis, Extra Item Analysis, Work Order, Reconciliation of Client Supplied & Self Procure Bulk Material, Client Bill Submission & Contractors' Bill Certification, Purchase Order, Labour Percentage, Secured Advance And Escalation Bill etc.

**Software Knowledge** :- MS - Office, Auto CAD, MS - Project & STAAD - PRO

**Total Years of Experience** :- 24 Years 10 Months.

**Present C.T.C.** :- ₹ 7.50 Lakh P/A

**Expected C.T.C.** :- Negotiable.

**Current & Preferred Location** :- Kolkata.

**Joining Period** :- Immediate.

#### **Details of Working Experience :-**

Name Of Project	Responsibility	Description Of Organization
<b>Avishi Trident Project, Kolkata Working As Billing Manager From Feb. 2017 &amp; Onwards.</b>	Construction of 3 nos. Residential Tower of B + G + 20 & Retail Block. Budget, Execution & Finishing Works, Final Quantification, All Bill Checking (Labour + Material), Work Order, Material Indent, Purchase Order & Reconciliation.	<b>Avishi Projects LLP.</b> <b>33A, J. L. Nehru Road,</b> <b>4<sup>th</sup> Floor, Room No. - 3,</b> <b>Kolkata - 700071.</b> <b>(04 Years 05 Months)</b>
<b>Medical Cyclotron Project, Kolkata Working As Billing Manager From May 2012 To Jan. 2017.</b>	Construction of Medical Cyclotron Project Under Dept. of Atomic Energy Of Kolkata Region. Execution & Finishing Works, Final Quantification, Final Billing & Reconciliation.	<b>Merint Industrial Infrastructure Pvt. Ltd.</b> <b>Plot No. - A - 791/8, TTC Area Khairane,</b> <b>Navi Mumbai - 400710.</b> <b>(04 Years 09 Months)</b>

Name Of Project	Responsibility	Description Of Organization
<b>Bengal Unitech Universal Project, Kolkata Worked as Asst. Manager Billing From May 2011 To April 2012.</b>	Construction of 5 nos. Residential Tower of G + 25 Execution & Finishing Works, Final Quantification, Final Billing & Reconciliation.	<b>East Coast Construction &amp; Industries Limited.</b> <b>4, Moore's Road, Chennai - 600006</b> <b>(01 Years 00 Months)</b>
<b>Oasis Project, Kolkata Worked as Sr. Billing Engineer From Nov. 2007 To Mar. 2009.</b>	Construction of 2 nos. Residential Tower of B + G + 25 Storied with Extended Basement & Finishing Works. Final Quantification, Final Billing & Reconciliation.	
<b>South City Project, Kolkata Worked as Sr. Billing Engineer From Nov. 2007 To Apr. 2011.</b>	i) Construction of 4 nos. Residential Tower of B + G + 35 Storied Shear Wall Structure with Extended Basement & Finishing works. ii) Construction of Club House & Tower – 5 of LB + UB + G + 15 with Extended Basement & Finishing Works. Final Quantification, Final Billing & Reconciliation.	<b>Ahluwalia Contracts (India) Limited.</b> <b>M - 1, Saket, New Delhi - 110017</b> <b>(06 Years 06 Months)</b>
<b>South City Project, Kolkata Worked as Asst. Engineer (Project) From Nov. 2004 To Oct. 2007.</b>		
<b>Ruchira Residency Worked as Site Engineer From Nov. 2003. To Oct. 2004.</b>	Construction of 2 nos. Residential Tower of G+12 Storied. A Project of West Bengal Housing Board in association with E.P.I.L.	<b>M/S N. SAHA &amp; Co.</b> <b>(Engineer &amp; Contractor)</b> <b>9D, Avenue South</b> <b>Santoshpur, Kolkata – 700075</b> <b>(08 Years 02 Months)</b>
<b>S. R. &amp; Maintenance Job Worked as Site Engineer From Aug. 2002 To Oct. 2003.</b>	Special Repair & Structural strengthening of Branch building of S.B.I. at Jalpaiguri under Premises and Estate Dept. in association with Ghosh & Bose Consultant.	
<b>S. R. &amp; Maintenance Job Worked as Site Engineer From Jun. 2001 To Jul. 2002.</b>	Special Repair & Maintenance work at 63, N. S. Road. Jessop Building under City Div. Of P.W.D. - P.V.C Flooring over wooden flooring Aluminium door, window and Partition wall.	
<b>S. R. &amp; Maintenance Job Worked as Site Engineer From Sep. 2000 To May 2001.</b>	Special Repair & Maintenance work at 5/6, Karim Box Row Housing, Paikpara & Kasipore Housing Estate under H. C Div. No.-1	
<b>State Health Project Worked as Site Engineer From Jul. 1999 To Aug. 2000.</b>	Construction of Health Centre & 50 nos. Bed Hospital Building with all Indoor facility and Doctor & Nurses quarter at Dakshien Radhanagar, P.S.- Gosaba, Dist. - 24Paraganas (South) Under World Bank & Health Dept. of Govt. of W.B.	
<b>World Bank Project Worked as Site Engineer From Mar. 1999 To Jun. 1999.</b>	Construction of Library Building & Study Room at J. C. Ghosh Polytechnic under World Bank in association with ACME Consultant.	
<b>Residential Project Worked as Site Engineer From Aug. 1998 To Feb. 1999.</b>	Construction of 2nos. Residential Building of G+ 4 storied at Ranikuthi & Santoshpur.	
<b>Udyan Project Worked as Site Engineer From Sep. 1996 To Jul. 1998.</b>	Construction of 10 Nos. M.I.G. & 3 Nos. L.I.G. Building with Finishing work. A Project of Bengal Ambuja Housing Development Limited. At E.M. Bypass Ajoynagar, Kolkata.	

***Responsibilities In Hand For Individual Projects :-***

- 1 Evaluation Of Drawings & Quantity Calculations From Drawings.
- 2 Co-Ordination And Monitoring Daily Construction Activities Of Sites As Well As Site Team & Head
- 3 Ensuring Quality Standards Of Work And Other As Per Requirements.
- 4 Dealing With Customers, Clients And Top Management For All Contractual, Technical & Financial Matter As Well As Vendor Management & Execution.
- 5 Overseeing The Procurement Of Different Equipment Machinery And Material In Connection With The Project.
- 6 Initiate Guide Plan And Control The Different Activities Of The Project.
- 7 Implementation Planning According To The Project Cost Schedule.
- 8 Calculation & Controlling of Labour Percentage.

***Educational / Professional Qualification :-***

Name Of Exam.	Board	Institute	Marks	Year
DIPLOMA IN CIVIL ENGINEERING	W.B.S.C.T.E.	Ramakrishna Mission Shilpamandira	73.00%	1996
HIGHER SECONDARY (SCIENCE)	W.B.C.H.S.E.	Bishnupur High School	43.70%	1992
MADHYAMIK	W.B.B.S.E.	Do	60.50%	1990

***Personal Memorandum :-***

***Date of Birth*** :- 21-11-1974

***Father's Name*** :- Nitai Chand Dutta

***Address*** :- 33-A/10 Doctor Lane, Taltala, Entally, Kolkata -700014

***Language Efficiency*** :- Bengali (Native), English & Hindi

***Marital Status*** :- Married

***Category*** :- General

**Conclusion :-** With all respect of my education & professional background I offered myself as a competent person in all respect.

I hereby declare that all the information provided by me in the application are true, complete and correct to the best of my knowledge and belief and I have not suppressed any information material to my selection in your organization.

***Date :- 07.05.2021***

***Place :- Kolkata***

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