



CHANDRASEKAR D

No.AF1, 1st Floor Navin's Tara Garden, OMR, Perungudi, Chennai – 600041.

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Executive Assistant to COO (Operations) in Casagrand Builder Pvt Ltd

Deputy Manager (Operations) in RKPEPL

MBA in Construction Project Management, RICS School of Built Environment.

Project Engineer in Shapoorji Pallonji Company Private Limited.

B.Tech in Civil Engineering, Kalasalingam University.

SUMMARY OF SKILLS

Leadership Qualities, Communication Skills, Analytical Skills, Financial Analysis, Time Management, Interpersonal Skills, Team Player, Planning, Scheduling and Organizing skills, Assertiveness, Innovative initiation skills to attain a visionary target as a team.

PROFESSIONAL EXPERIENCE

CasaGrand Builder Private Limited

Oct'18 - Till date

EXECUTIVE ASSISTANT to COO (OPERATIONS)

Positioned in Head office to assist COO's in terms of managing, analysing, coordinating the business cycle processes starting from Land Acquisition, Pre-Launch, Post-Launch, Legal, Engineering, Sales, Marketing, CRM, Finance, Funding, Commercial & Contracts, Survey, Facility & Management and till Customer Delight by managing a separate team as **Operations** to evolve as the engine of the company.

RKPEPL

Nov'17 – Sep'18

DEPUTY MANAGER (OPERATIONS)

Positioned in Head office for planning & billing coordination for all ongoing projects and checking & processing with the prequalifications for all domestic and overseas tenders, working out with the competitive quote and submission of bid and follow up.

Shapoorji Pallonji Company Private Limited

July '13 – July '15

PROJECT ENGINEER IN HIGH RISE BUILDINGS (2 YEARS)

(2 RESIDENTIAL PROJECTS & 2 COMMERCIAL PROJECTS)

EACH PROJECT SIZE – MORE THAN 100 CRORES

Processing ERP software , Work Order Creation for Sub Contractors, Sub-contractor Billing, Agency Billing, Reconciliation of materials, Project Progress tracking – FWLA schedule, Documenting and monitoring MIS, Assisting the reporting manager for Internal and external national level audit, Quantity control checking, Risk and mitigate action plans.

INTERNSHIP

PROPO

May '16 – July '16

PROJECT MANAGEMENT INTERN (2 MONTHS)

Market Research, Project management, Quality Assurance & Quality Control, Marketing Management, Business Development, Customer Engagement, Property Verification, Team Building, Data Analysis.

UltraTech Concrete Limited

June'13 – July'13

TECHNICAL INTERN (1 MONTH)

Raw material testing, Customer relationship management, Supply chain management, Vehicle tracking System, Vehicle data management system, Design Mix.

ACADEMIC AWARDS & ACHIEVEMENTS/ PROFESSIONAL REWARDS & RECOGNITION

- Awarded as “Best in Leadership Qualities” for the batch 2015-17 in MBA-CPM, RICS-School of Built Environment.
- Awarded for “Representing the Institution and the University in outside events and bringing laurels” for the batch 2015-17 in MBA-CPM, RICS-School of Built Environment.
- Positioned as Head of the sports club (ROAR – The Sound of Sports) under the active student body S.L.I.N.G (Students Learning Innovation Networking Group).
- Awarded University State Level Silver Medalist in Javelin Throw in the year 2016.
- Achieved Council of Europe Level B1 in University of Cambridge ESOL Examinations.
- Active member of the Indian Society of Technical Education (ISTE) & IET chapter.
- Awarded University State Level Silver Medalist in Shuttle Badminton in the year 2013.
- Active member of NSS in School and University and awarded Certificate “A” in NSS by Tamilnadu Government (SEDTE) for the year 2009.
- Awarded BEST SOCIAL WORKER award in NSS for the year 2008.
- Awarded State Level Gold Medalist in Shuttle Badminton in the year 2007.
- Awarded Sports Development Authority of TamilNadu (SDAT) Gold Medalist in Hammer throw & Silver Medalist in Javelin throw in the year 2006.

EDUCATIONAL AND PROFESSIONAL QUALIFICATION

YEAR	NAME OF CERTIFICATION	CERTIFYING BODY	CGPA
2017	MBA - Construction Project Management	RICS School of Built Environment, Amity University	7.20
2013	B.Tech Civil Engineering	Kalasalingam University, Tamilnadu	7.53
2009	Senior Secondary	Mahatma Montessori Matric. Hr.Sec.School. Madurai, Tamilnadu	81.25%
2007	Secondary	S.B.O.A Matric. Hr. Sec. School Chennai, Tamilnadu.	82%

COMPUTER SKILLS

MS Excel, MS Word, MS PowerPoint, Ms Project, Primavera P6, AutoCAD, Revit Architecture, STAAD Pro, ERP, SAP.

PERSONAL SNAPSHOT

1. Date of Birth : 09.09.1991.
2. Father's Name : S.Dhakshinamoorthy.
3. Languages Known : English, Tamil, Hindi, and Elementary Chinese.
4. Constructive co-curricular interests : Solving analytical SUDOKU puzzles, Integral part of editorial committee for college newspaper (Construction Times), Logistics Head of student body S.L.I.N.G (Students Learning Innovation Networking Group) to plan, schedule and organize events.
5. Social Service activities : Active member of NSS in School and University and awarded Certificate "A" in NSS by TamilNadu Government (SEDT) for the year 2009, Best Volunteer Award, regularly attend blood donation camp.
6. Passport Available : Yes
7. Passport No : H5542882