

# Rekha Nair S

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## PROFILE

A highly skilled, knowledgeable and experienced Civil Engineer with over 20 years of experience working on a wide range of Construction projects, with notable upstream and downstream companies including Bheemaneni Builders India Pvt Ltd, Bangalore. ACAS Group, Bangalore, Nagarjuna Construction Company Bangalore and Cochin, RP International Pvt Ltd and Active Designs Pvt Ltd. Possesses a superb, high-level understanding of a range of project aspects including hands-on experience with multi-discipline projects. Offers clients and key stakeholders a clear and informed technical perspective which helps to manage expectations and ensure project aspects are delivered on time, to specification and within agreed budget/resource parameters.

## KEY SKILLS AND QUALITIES

Operations Mgmt.	Contractor Mgmt.	Project Planning	Relationship Building
Project Management	Team Leadership	Design Coordination	Project Reporting
Contracts Mgmt.	Management Tools	Negotiation	Design Review

## TECHNICAL EXPERTISE

- Can work with AutoCAD, Primavera and MS Project
- Excellent problem solving and analytical skills.
- Able to operate Microsoft office tools such as word, power point, excel.
- Efficient management and organizational skills.
- Good communication and writing skills.
- Open minded and able to work in complex projects and environment.
- Review of commissioning and maintenance procedures adhering to HSE guidelines consistently
- Project Engineering including reviewing Design Briefs, Cost Estimates.
- Time Scales and manpower requirements
- Assist and co-ordinate in resolving engineering queries
- Co-ordinating with engineering team, review of engineering documents and co-ordinate client approvals

## EMPLOYMENT HISTORY

### PROFESSIONAL EXPERIENCE-I

Position Held	:	Project Manager
The Company	:	Tekton Infra India Pvt Ltd
Duration	:	April 2023 to Till date
Present Project	:	Construction of IMA Building at Kannur.

### Work Profile:

- Responsible for running and managing projects and leading a team of engineers, Quality and Safety and supervisors of their division by ensuring timely deliverables to accomplish the customer's need and satisfaction along with the Target of the company.
- Complete Co ordination with PMC for Project needs.
- Ensure the fund inflow on time from the projects undertaken. Prepare Orientations and EOT reports, Check Running Bills and Weekly and Monthly Reports and ensure fund inflow accordingly.
- Subcontractor management.

- Check all project essentials are up to date.
- Attending site meetings with the client and PMC once in a month.
- Coordination with , Client, Consultants, Designers, Supervisors, Purchase department, Sub-contractors, Accounts department for the smooth running of the projects.
- Preparing the contractor agreements and Work Orders.
- Support preparing project designs and plans using CAD software.
- To carry out the managing responsibilities in accordance with the organizations policies and applicable laws and educating / reviewing with the project team members.

## **PROFESSIONAL EXPERIENCE-II**

Position Held : Head projects  
 The Company : Active Designs Pvt Ltd  
 Duration : November 2017 to November 2022  
 Present Project : Construction of Residential houses/Villas

### **Work Profile:**

- Responsible for Projects in branches all over Kerala and Coimbatore
- Responsible for running and managing projects and leading a team of engineers, Asst. Manager, customer relation executive, designers and supervisors of their division by ensuring timely deliverables to accomplish the customer's need and satisfaction along with the Target of the company.
- Ensure the fund inflow on time from the projects undertaken. Prepare Orientations, Running Bills and Final Bill and ensure fund inflow accordingly.
- Preparing Project SOP , and standard technical formats for quality checking and Implementing same at site.
- Support Sales team for attending enquiries.
- Prepare estimate & budget quotations and Orientation as per, for each project.
- Subcontractor management.
- Check all project essentials are up to date.
- Conducting site meetings with the client once in a month.
- Coordination with Marketing, CRE, Client, Consultants, Designers, Supervisors, Purchase department, Sub-contractors, Accounts department for the smooth running of the projects.
- Preparing the client and contractor agreements.
- Run multiple projects at the same time. Guide the team and finalize and review periodically.
- Support preparing project designs and plans using CAD software.
- To carry out the managing responsibilities in accordance with the organizations policies and applicable laws and educating / reviewing with the project team members.

## **PROFESSIONAL EXPERIENCE-III**

Position Held : Project Manager  
 The Company :RP International Pvt Ltd  
 Duration :July 2012 Till August 2017  
 Project : Construction of Residential apartment in Trivandrum.

### **Work Profile**

- Manage project and project team.
- Design co-ordination with all consultants
- Co-ordination with Architect, Structural consultant
- Co-ordination with site, contractors
- Bill approval

- Daily monitoring of site
- Purchase order approvals
- Staff and administration management
- Preparation of Project schedule, entire monthly plan till project completion as per the schedule.
- Ensure execution as per planned schedule.
- Preparation of contractors and consultant's agreements.
- Taking Quotes and negotiating for every material and work.
- Keep track of project as per planning schedule and coordinate with higher management
- Collecting daily progress report and stock report from site

#### **PROFESSIONAL EXPERIENCE-IV**

Position Held : QS  
 The Company : NCC Urban Infrastructure Ltd (An ISO-9002 Company)  
 Company Profile : Fourth leading construction company in India.  
 Duration : 17 Jan 07 – June 2012

##### **Work Profile:**

- Construction of cement bulk Terminal at Willingdon Island, Kochi
- Co-ordination with Architect
- Co-ordination with site
- Co-ordination with marketing department
- ISO implementation
- Bill checking
- Sending purchase orders as per site requirement
- Internal auditor and DMR for ISO jobs
- Responsible for Estimation of quantities
- Update the weekly status report using MS Project and other software
- Oversee various construction activities and their expenditure on a monthly basis
- Conduct rate analysis for items purchased
- Responsible for preparation of budget, FRS and MIS
- Keep track of project as per planning schedule and coordinate with higher management
- Prepare bills of various quantities on a monthly basis
- Prepare subcontracts evaluation statement & contractual claims
- Responsible for preparation of cash flow statements & labor productivity reports
- Preparation of bar bending schedule. Prepare and update actual Progress versus planned schedule.
- Preparing Weekly & Monthly progress reports.
- Reconciliation over Project materials

##### **Previous Project:**

Nagarjuna Green Valley, Kakkanad, Kochi  
 Nagarjuna Pearl Bay, Kadavanthra, Kochi  
 Position Held : CRM

##### **Work Profile:**

- Responsible for handling all customer related issues
- Make sure about the quality of design documentation through out design process.

- Worked as communicator between project team and client and prepared technical specifications.
- Assigned work into members to make sure about delivery to design time quality and budget.
- For construction work and site work, responsible for acting as site and project supervisor.
- Taking all feasible customer changes and incorporating it in the drawing and handing over to site and making continuous follow ups to get the work done.
- Making snag list at the time of completion and get the rectifications cleared by the site team.
- Handing over of flats to client and taking care of maintenance related issues after handing over.

## **PROFESSIONAL EXPERIENCE-VI**

Position Held: QS  
 The Company : ACAS Group, Bangalore  
 Duration : 2 Jan 05 – 15 Jan 07

### **Work Profile**

- Responsible for Estimation of quantities
- Update the weekly status report using MS Project and other software
- Oversee various construction activities and their expenditure on a monthly basis
- Responsible for preparation of budget, FRS and MIS
- Keep track of project as per planning schedule and coordinate with higher management
- Prepare bills of various quantities as per actual measurement at site
- Prepare subcontracts evaluation statement & contractual claims
- Responsible for preparation of cash flow statements & labor productivity reports
- Preparation of bar bending schedule. Prepare and update actual Progress versus planned schedule.
- Preparing Weekly & Monthly progress reports.
- Reconciliation over Project materials

## **PROFESSIONAL EXPERIENCE-VII**

Position Held : QS  
 The Company : Bheemaneni Builders India Pvt Ltd, Bangalore  
 Duration : 5 Nov 02 – 31 Dec 04

### **Work Profile:**

- Making paper cutting of suitable tenders and submitting to CMD
- Arranging for purchase of tender documents.
- Quoting the tender after scrutinizing the prevailing market condition. Also arranging necessary documents related to submission of tenders. Attending Pre Bid meetings with GM(Technical).
- Responsible for Estimation of quantities
- Responsible for Regular site inspection
- Preparing Weekly & Monthly progress reports.
- Prepare bills of various quantities on a monthly basis
- Took responsibility to complete the project in time and with quality
- Responsible for other duties as needed.
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## ***EDUCATION***

Std	School/ college
10 <sup>th</sup>	CBSE , KendriyaVidhyalaya
12 <sup>th</sup>	CBSE , KendriyaVidhyalaya
BTech(Civil)	NSSCE, Palakkad , Calicut University
MBA	Project Management, Alagappa University

## ***COMPUTER SKILLS***

- AutoCAD
- Primavera
- MS Project
- STAAD
- MS Office
- Coral draw

## ***PERSONAL PROFILE***

NAME : REKHA NAIR S

DATE OF BIRTH : 21.04.78

SEX : FEMALE

MARITAL STATUS : MARRIED

RELIGION : HINDU, NAIR

NATIONALITY : INDIAN

MOTHER TONGUE : MALAYALAM

LANGUAGES KNOWN

TO READ : HINDI, ENGLISH, MALAYALAM

TO WRITE : HINDI, ENGLISH

TO SPEAK : HINDI, ENGLISH, MALAYALAM, TAMIL

HOBBIES

LISTENING , MUSIC, READING BOOKS, GARDENING

### **DECLARATION**

I hereby declare that the above given details are correct to my knowledge and belief.

Place : ALUVA

Date :13.09.23