

# CURRICULUM VITAE

## NAVEEN CHAND

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Mob. – 7838895657

Passport no. - U8939049

### OBJECTIVES & GOALS

Expecting a challenging and dynamic career in civil engineering where I can apply my knowledge and skill development. To work in a company with an effective environment conducive for personal success, intellectual growth and career advancement and to achieve a position that would offer job satisfaction and channels for knowledge gained.

### PROFESSIONAL EXPERIENCE

**Company : Conscient Infrastructure Pvt. Ltd.**

**Period : June 2018 to Present**

**Designation : Sr. Civil Engineer**

**Major Project : Residence project –“HABITAT-78”**

### JOB DESCRIPTION

- ❖ Execute civil work and maintain complete documentary as per standard.
- ❖ Site Inspection for Civil Construction Work & Ensure that the work is as per the Project Specifications and issued for Construction Drawings / Final approved drawings from authorities
- ❖ BOQ clearance for Civil works
- ❖ Work on MIS for planning schedule.
- ❖ Proper Inspection of material & Workmanship
- ❖ BBS clearance for site work and billing.
- ❖ Ensure that all the works meets the stipulated quality standard
- ❖ Coordinate with sub- contractors for smooth flow of work
- ❖ Inspecting & testing materials prior to their use at site as per sample approved by the consultant/arch. and ensuring removal of rejected material out from site.
- ❖ Preparing weekly & monthly progress report to be submitted to the project Manager

**Company : Chawla Techno Construction Pvt. Ltd.**

**Period : December 2016 to June 2018**

**Designation : Civil Engineer**

**Major Project : Proposed Factory Project ( ALP FPI PARTS PVT. LTD.)**

## **JOB DESCRIPTION**

- ❖ Site Inspection for Civil Construction Work & Ensure that the work is as per the Project Specifications and issued for Construction Drawings / Final approved drawings from authorities
- ❖ BOQ Preparation for Civil works
- ❖ Proper management of material & Workmanship
- ❖ Ensure that all the works meets the stipulated quality standard
- ❖ Coordinate with sub- contractors for smooth flow of work
- ❖ Inspecting & testing materials prior to their use at site as per sample approved by the consultant and ensuring removal of rejected material out from site.
- ❖ Preparing weakly & monthly progress report to be submitted to the project Manager
- ❖ Preparing Sub- Contractor Bills.

**Company : Buland Construction Pvt. Ltd.**

**Period : October 2015 to December 2016 (1.3 Years )**

**Designation : Jr Civil Site Engineer**

**Major Projects : Pathways world school ( Ansal Aravali Hills )**

## **JOB DESCRIPTION**

- ❖ Preparation of BOM for Civil work and BBS for structural elements , comparing with BOQ if any deviation shall be brought to attention of director
- ❖ Site Supervision / Execution , checking and assuring that the construction work is as per the project technical specification and drawings
- ❖ Coordinate with subcontractors for smooth flow of work
- ❖ Inspecting & Testing materials prior to their use at site as per sample approved by the consultant and ensuring removal of rejected material out from site
- ❖ Monitoring daily progress of site
- ❖ Preparing running account bills
- ❖ Preparing daily progress report and submitted to project manager & consultant
- ❖ Ensuring that all work is done without wastage of material

**Company : Conscient Infrastructure Pvt. Ltd.**

**Period : June 2015 to October 2015 ( 5 Month )**

**June 2014 to July 2014 (2 Month ) as a training Engineer**

**Designation : Jr. Engineer**

**Major Project : Renovation of school ( The Heritage School )**

**The Heritage Max Project**

## **JOB DESCRIPTION**

- ❖ Preparing Daily Labour Report
- ❖ Site Supervision / Execution
- ❖ Preparation of BOM for Civil Work & all reports submitted to Sr. Engineer

## SOFTWARE SKILLS

- Auto cad
- MS-Excel
- Staad – Pro

## STRENGTHS

- Quick Learner
- Excellent Leadership
- Ability to work hard and handle crisis Situations & Face Challenges
- Self -Motivation
- Effective communication

## EDUCATION QUALIFICATIONS

| Course                 | School / College or University  | Specialization | Year of Passing | % Mark obtained |
|------------------------|---|----------------|-----------------|-----------------|
| Degree in Engineering  | Maharana Pratap Institute of Technology – Haryana - India   | Civil Engineer | 2020            | 72.00 %         |
| Diploma in Engineering | Chhotu Ram Rural Institute of Technology – Delhi Board of Technical Education – New Delhi - India | Civil Engineer | 2015            | 71.00 %         |
| 12 <sup>th</sup> Class | National school of open Learning – New Delhi - India  | Science        | 2013            | 50.00 %         |
| 10 <sup>th</sup> Class | CBSE – P.S.M Public School – New Delhi -India   |                | 2010            | 74.00 %         |

## TECHNICAL

- A Course of Degree in Civil Engineering from Maharana Pratap institute of technology - Maharishi Dayanand University (Haryana)
- A Course of Diploma in Civil Engineering from Chhotu Ram Rural Institute of Technology – Board of Technical Education. (New Delhi)
- A Course of Diploma in Auto cad from Cadd Centre New Delhi
- A Course of Diploma in Staad – Pro from Cadd Centre New Delhi
- Good knowledge of Structure Analysis by Manual

## PERSONAL DETAILS

Name : Naveen Chand  
Date of Birth : July 19 , 1994  
Sex : Male  
Father's Name : Mr. Ramesh Chand  
Marital status : Unmarried  
Hobbies : Playing Snookers & Driving  
Languages Known : English & Hindi,  
Permanent Address: 309 Pratap Vihar Part-1 Gali no.- 4 , Kirari Ext. Rohini Sec 22  
New Delhi 110086.

### **Declaration:-**

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Place: New Delhi

Date:.....

(NAVEEN CHAND)

