



# JOSE WILLIAM

H.No. IV/1415 ♦ KOCHI MUNICIPAL CORPORATION, KERALA, INDIA ♦ CELL: 94477 09887 ♦ [jw29121977@gmail.com](mailto:jw29121977@gmail.com)

## PROJECT & GENERAL MANAGEMENT PROFESSIONAL

### PROFILE

In pursuit of assignments in the areas of Project & General Management/Business Analyst, where I can use my combinatorial business and analytical skills leading to a mutually beneficial engagement.

#### Expertise in

- Forecasting
- Staffing
- Reporting
- Planning & Control
- Directing
- Budgeting
- Organizing
- Coordinating
- Procurement

### CAREER PROGRESSION – A MACRO LEVEL PERSPECTIVE

#### REALTY SECTOR, KOCHI, KERALA

Jan, 2011 to Present

#### PROJECT COORDINATOR/CONTROLLER - Projects Completed, In Progress & In Pipeline: (Chronological Order)

- HOTEL PEARL DUNES Pvt. Ltd on M.G. Road, Ernakulam, Kerala worth Rs. 20 Cr. **(Completed)**
- THE PLATYNUM MALL CUM HOTEL on NH-47, Maradu, Kochi, Kerala worth Rs. 120 Cr. **(Completed)**
- CARMEL ENGINEERING COLLEGE on NH – 47, Punnappra, Alappuzha, Kerala worth Rs. 20 Cr. **(Completed)**
- MES REPAIRS AND MAINTENANCE WORKS at Naval Base, Kochi, Kerala worth Rs. 3 Cr. **(Completed)**
- IDENTITY INFRASTRUCTURE TWIN TOWER on NH-47, Kundannoor, Kochi, Kerala worth Rs. 50 Cr. **(In-Progress)**
- AMV MANIKATH ENCLAVE PROJECT on Off M.G. Road, Ernakulam, Kerala worth Rs. 35 Cr. **(In-Progress)**
- BCG VANTAGE COMMERCIAL COMPLEX at Chakkaraparambu, Kochi, Kerala worth Rs. 10 Cr **(In-Progress)**
- TULSI QUEENSMEAD VILLA PROJECT at Kottuvally, Kerala worth Rs. 9 Cr **(In-Progress)**
- MINI TOWNSHIP PROJECT at Kakkanadu, Kochi, Kerala worth Rs. 600 Cr **(Completed Land Procurement)**
- MORE THAN **15,000 HOURS ON-SITE COORDINATION ACTIVITIES** of **Rs. 350 Cr.** worth Projects of various types like Hotels, Serviced Apartments, Mall, Commercial Complex, Luxury Apartment, Regular Apartments and Villas.

#### HOSPITALITY SECTOR, KERALA, INDIA

Sep, 2005 to May, 2007 & Nov, 2009 to Dec, 2010

- HELD POSITIONS OF OPERATIONS MANAGER & ASSISTANT GENERAL MANAGER
- FOUR STAR BUSINESS CLASS PROPERTIES AND FOUR STAR ECO FRIENDLY RESORT

#### EDUCATIONAL SECTOR, KERALA, INDIA

Jun, 2007 to Oct, 2009

- HELD POSITIONS OF MANAGEMENT LECTURER, PLACEMENT OFFICER & PRO
- MANAGEMENT INSTITUTES AND INTERNATIONAL SCHOOL

#### ICT SECTOR, BENGALURU, INDIA

Jan, 2003 to Aug, 2005

- HELD POSITION OF TECHNICAL REVIEW COORDINATOR

#### NGO SECTOR, KERALA, INDIA

Jan, 2002 to Dec, 2002

- HELD POSITION OF PROJECT OFFICER - SAVE A FAMILY PLAN (SAFP), DIOCESE OF COCHIN

### PROFESSIONAL DEVELOPMENT

MBA (ICT & MARKETING) FROM RAJAGIRI SCHOOL OF MANAGEMENT, KERALA

[Dec, 2001]

B.Sc (Math, Stat & Comp. Science) FROM MG UNIVERSITY, KERALA

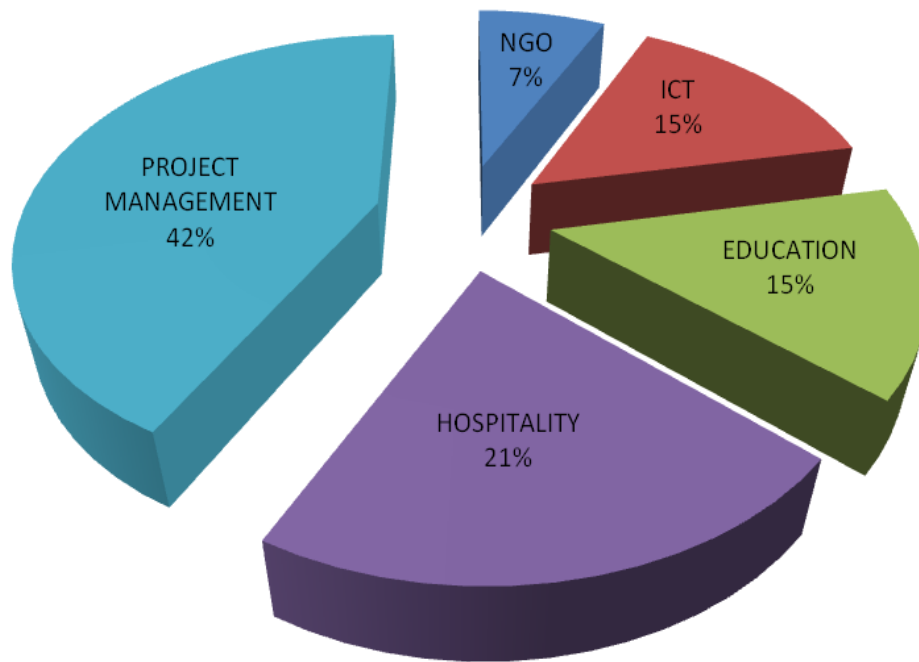
[Aug, 1999]

ELIGIBLE FOR PMP EXAM FROM PMI INC. (Reg. Member of PMI)

[Date to be fixed for Online Exam]

PURSUING PRIMAVERA & NEBOSH COURSES

## SECTOR-WISE CAREER DEVELOPMENT



## BRIEF DESCRIPTION OF VARIOUS PROJECTS & ITS PERSPECTIVES



### **NAME : THE DUNES HOTEL, KOCHI**

DURATION : PROJECT COMPLETED IN 15 MONTHS, 2011 – 2012

PROJECT COST : **Rs. 20 CRORES**

SCOPE OF WORK : CO-ORDINATION OF CIVIL AND FINISHING WORKS AND MEP WORKS, PROCUREMENT OF HIGH VALUE EQUIPMENTS



### **NAME: KHB PLATYNUM MALL & SERVICED APARTMENT HOTEL**

DURATION : PROJECT COMPLETED IN 4YEARS : 2012 -2016

AREA : 400,000 SFT

PROJECT COST : **Rs. 110 CRORES**

SCOPE OF WORK: DESIGN COORDINATION AND EXECUTION MANAGEMENT INCLUDING CONTRACT ADMINISTRATION AND PROCURMENT OF HIGH VALUE EQUIPMENTS, CLOSING OF CONTRACTS



**PROJECT NAME : CARMEL ENGINEERING COLLEGE, PUNNAPRA, ALAPPUZHA**

DURATION: PROJECT COMPLETED IN 12 MONTHS, 2014 - 2015

AREA : 150,000 SFT

PROJECT COST : **RS. 15 CRORES**

SCOPE OF WORK : TENDERING, EXECUTION MANAGEMENT (HEAD OFFICE), PROCUREMENT, RA BILL PREPARATION & SUBMISSION, M-BOOK VERIFICATION, PAYMENT FOLLOW-UP, PREP. OF ENGG. BOQ, VARIANCE STATEMENT, EXTRA WORK ASSESSMENT



**NAME : IDENTITY INFRASTRUCTURE TWIN TOWER PROJECT, KUNDANNOOR**

DURATION : PROJECT STARTED ON FEB, 2016 AND EXPECTED TO HANDOVER BY MID 2018

AREA : 155,000 SFT

PROJECT COST : **Rs. 50 Crores**

SCOPE OF WORK : CONCEPT, LAND PROCUREMENT, DESIGN COORDINATION, PROJECT FEASIBILITY STUDY, MOBILIZATION WORKS, PILING WORKS, AWARDING OF TENDER FOR STRUCTURE & CIVIL WORKS, FUND FLOW MANAGEMENT, INVESTMENT PARTNER MODEL DEVELOPMENT



**NAME : AMV MANIKATH ENCLAVE PROJECT, RAVIPURAM**

DURATION : PROJECT STARTED ON FEB, 2016 & EXPECTED TO HANDOVER BY MID 2018

AREA : 100,000 SFT

PROJECT COST : **Rs. 16.70 Crores**

SCOPE OF WORK : PROJECT FEASIBILITY STUDY, MOBILIZATION WORKS, PILING WORKS, AWARDED OF TENDER FOR STRUCTURE & CIVIL WORKS, FUND FLOW MANAGEMENT, INVESTMENT PARTNER MODEL DEVELOPMENT, ESCROW MANAGEMENT

## **Key Roles and Responsibilities as Project Coordinator / Project Controller for Kool Home Builders**

Responsible for Directing, Organizing and Controlling Project Activities under the direction of President, KHB & Project Managers

### **My Responsibilities include, but were not limited to the following**

#### **1. Project Initiation**

- Preparation of Project Feasibility Study Report with President, KHB
- Budget Preparation
- Approval of Budget and Concept Design
- Appointment of Architect, Structural Consultant & MEP Consultants

#### **2. Design Phase**

- Request for Design Basis Report from Architect, Structural Consultant & MEP Consultants appointed
- Joint review of the DBR and making improvements through Value Engineering
- Approval of DBR
- Preparation of Area Statement / FAR & FCR Analysis / Submission of Drawings for Building Permit
- Recording all decisions and stage-wise developments

#### **3. Design Follow-Up Phase**

- Request for Scheme Drawings & Floor wise drawings from the respective consultants
- Attaining Architectural – Structural Consensus on the workability of the perspective and architectural features to be included in the project making it one of its type as envisaged by the Architects.
- Attaining Arch / Structural / MEP consensus on the services to be included and position of the ducts / toilets / lifts / staircases / service rooms etc
- Recording all decisions and incorporation of all mutually approved decisions into the scheme drawings and follow-up on revised submissions by the consultants
- Approval of the Scheme drawings submitted by MEP Consultants / Soil Investigation Report submitted by Structural Consultants

#### **4. Design Implementation Phase**

- Request for BOQ for Piling Tender from Structural Consultant
- Request for BOQ for Earthworks / Sub Structure and Super Structure works from Architects
- Request for BOQ for Mechanical / Electrical / Plumbing / Fire Fighting / STP from MEP Consultants
- Preparation of revised budget after revisions made on the scheme in the Design Follow-up phase
- Floating the tender priority wise
- Tabulation of submitted tenders by respective contractors
- Identifying the Lowest and ranking them based on their experience, projects done and their reputation in the market
- Negotiation and Finalization of Basic Contracts
- Preparation of LoA, Work Order, Agreements

## 5. Execution Phase

- Kick-off meeting with the contractor appointed
- Schedule review of submission of shop drawings
- Submission of shop drawings and its review by consultants and in-house review
- Examining the work-front for the contractors to perform
- Deployment of workers by the contractor and total man-hours required to complete the job
- Milestone preparation
- Progress review / Steps taken to accelerate the progress
- Value Engineering and revisions
- Recording of decisions and its incorporation into the drawings
- Site-Inspection mainly on the areas where changes are made and ensuring the contractors are using the latest drawings issued

## 6. Contract Administration Phase

- Ensure that the quality and speed on which the work is executed will result in achieving the milestones
- Daily Site Inspection and reviewing the progress of work
- Mitigating the hindrances identified then and there. For items which requires consultants approval, those items are taken to the conference room and get it addressed
- Close coordination with the Contractors and Engineer-In-Charge
- Joint review meetings with the Project Management consultants appointed
- Declaring Bonus for timely completion and Imposing Penalties for delays

## 7. Procurement of High Value Equipment's

- Preparation of base RFP's along with the Consultants
- First round sitting with the leading suppliers on technical improvements and to know the recent advancements in technology for the requested equipment's
- Revising the RFP's and issuing to the leading suppliers
- Tabulation of submitted offers by respective contractors on techno-commercial terms and making it an apple-to-apple comparison mode
- Identifying the Lowest and ranking them based on their market share
- Negotiation and Finalization of Supplier by looking into the lead time, tax compliance, payment terms etc.
- Preparation of Purchase Order
- Preparation of Labour contract for certain suppliers if it is in SITC mode.

## 8. Closing Phase

- Initiating for Engineering BOQ from respective contractors
- Identifying the non-BOQ items
- Identifying the items where quantities have drastically increased
- Request for email approvals for increase in quantity and rates if any
- Requesting for contractor's ledger from the Finance Department
- Reviewing and tabulating all of the above and first round discussion with the contractors and respective consultants
- Freezing the Contract amount and mode of payment thereof
- Request for further discounts if it is one time settlement of balance payables

## **8. Additional Assignments -**

**Tendering:** Kool Home Builders Pvt. Ltd is the contracting arm of the parent company Kool Home Builders. Being in the President's office I have been a member of the tendering team in the tendering of 9 projects where we secured 8 out of 9 projects. Total Contract Value of the 8 Projects is 78 Crores out of which 2 got completed and 6 in progress.

**Agreements:** Draft preparation of Sale & Construction Agreement / FFA / Sale Deed and getting it vetted by President, KHB and submitting it to the Legal Team for final approval. 60 numbers of Sale deeds got registered with SRO Maradu during my tenure. Liaising with Maradu SRO to get it done was my responsibility along with the PRO.

### **KHB Way Forward**

- Was selected as a member of Implementation Team of Candy / Buildsmart
- Preparation of Term Sheets and Lease Agreements with prospective lessees
- Identifying the items to be covered in the calculation of Common Area Maintenance fees along with the Operations team
- Divestment Strategy has been developed for KHB
- Future Plans for KHBPL, the contracting arm
- Investment Partner Model Developed for KHBPL (A Non-Organic Growth Initiative)
- Presentation preparation to the Board of Directors on KHB Platynum Mall and other projects done by KHBPL
- Presentation of Overheads calculated for the present projects and for next 5 years
- Setting target for next 3 years including the Mini Township project finalized in Kakkanad
- Requirement of qualified professionals to run the company – A brief presentation

**Land Procurement - Kool Home Properties & Developers Pvt. Ltd** is the Property Purchasing arm of the parent company Kool Home Builders. I have been given the specific assignment of procurement of 8 Acres of Land in Seaport-Airport Road, Kakkanad through an ESCROW Mechanism. The registration of land was done on 19th Oct, 2016 at SRO Thrikkakara.

**\*\*\* DETAILS OF WORK PERFORMED ARE AS LISTED BELOW**



**COORDINATION ACTIVITIES FOR KHB PLATYUM MALL AND SERVICED APARTMENT PROJECT**

Sl.#	Company	Contact Person	Area of Expertise
<b>A. BUILDING DESIGN COORDINATION (VALUE ENGINEERING &amp; DESIGN REVIEW)</b>			
1	R&G Architects	Ar. Rawat	Conceptual Design
2	Silpi Architects	Ar. Sebastian Jose / Ar. George Michael	Chief Architect
3	GSPL	Dr. Anil Joseph / Ms. Bindu	Principal Structural Consultant
4	NASCON	Mr. Able Elias	Peer Review Structural Consultant
5	Sree Giri Associates	Dr. Aravindan	Peer Review Structural Consultant
6	Alex Cyriac & Associates	Mr. Alex Cyriac / Mr. Kurian / Ms. Deepa / Mr. Cheeran	HVAC Consultant
7	GTCS	Mr. Shreeganesh / Ms. Deepa Ganesh	PHE / STP / Fire Fighting
8	S. Madhu Associates	Mr. Madhu / Ms. Sudha Madhu / Mr. Vijayan	Electrical Consultant
9	Transven Consulting Pvt. Ltd	Mr. Abhay Negory	IGBC Consultant
<b>B. APPROVAL RELATED COORDINATION</b>			
1	Silpi Architects	Ar. Sebastian Jose / Ar. George Michael	<b>Building Permit</b>
2	Rajaram Associates	Mr. Rajaram	CTP / RTP
3	GTCS	Mr. Shreeganesh / Ms. Deepa Ganesh	Initial Fire NOC
4	GTCS	Mr. Shreeganesh / Ms. Deepa Ganesh	KSPCB - Consent to Establish
5	Environmental Engineers & Consultants Pvt. Ltd	Mr. Thomas	EIA Clearance
6	Samara Consultants		NHAI Approval
7	Shadows Designs	Mr. Sumin	PTCC / NHAI - Cable Laying
8	Individual	Mr. Babukutty	HT Connection
<b>C. BUILDING INTERNAL DESIGN REVIEW COORDINATION</b>			
1	Silpi Architects	Mr. George Michael / Mr. Tarun Kuruvilla	DBR & Architectural Plans
2	NASCON	Mr. Able Elias	DBR & Structural Drawings
3	EURO POSTECH	Ms. Ansa Haseeb	PT Slab Design
4	GTCS	Mr. Shreeganesh	PHE and Fire - DBR, Scheme & Floor Drawings
5	ACA	Mr. Kurian Alex	HVAC - DBR, Scheme & Floor Drawings

6	SMA	Mr. Vijayan	Electrical - DBR, Scheme & Floor Drawings
7	ION TECHNIQUES	Mr. Nathamani / Mr. Vijayakumar	STP - DBR, Scheme & Drawings
8	BUILDING CONTROL SOLUTIONS	Mr. Hakkim Siblu	Parking Management - Scheme & Drawings
9	EPISTAR CORPORATION	Mr. Abel, Telenova	LED Screen
10	HONEYWELL AUTOMATIONS (I) LTD	Mr. Manoj Elias / Mr. Vijay / Mr. Arun / Mr. Anish	BMS / FAS / PAS / CCTV
11	WOHR PARKING SYSTEMS PVT. LTD	Mr. Nishanth	2-Tier Parking System
12	SCHINDLER INDIA	Mr. Syed	Vertical Transportation
13	INFRA ELEVATORS	Mr. Govindan	Car Lifts & Customized Lifts
14	SUKRUTHA AGENCIES	Mr. Krishna Prasad	Hybrid Hot Water System
15	ATHENS CORPORATION	Mr. Joseph Simon	Thermal Insulation & Water Proofing
16	VEDA LIGHTING / AASHA LEVIN	Mr. Rakesh	Lighting Design & Drawings
17	TELENOVA	Mr. Abel / Mr. Sreejith	ELV Design
<b>D. EXECUTION MANAGEMENT</b>			
1	PCM PVT. LTD	Mr. Premjith / Mr. Geoby Thomas	Internal & External Finishing Works
2	SUMANAM ENGG. SERVICES	Mr. Shaw Sumanam / Mr. Antony	MEP EXECUTION
<b>E. CONTRACT ADMINISTRATION (WORKS CONTRACT &amp; SERVICES)</b>			
1	UNIDEC	Mr. Manoj	PILING CONTRACTOR
2	ATHULYA	Mr. Sarith	EXCAVATION & DISPOSAL
3	EURO POSTECH	Ms. Ansa Hanseeb	PT SLAB
4	KRISHNA FOUNDATIONS	Mr. Pradeepkumar	Structural & Civil Contractor
5	VOLTAS LTD.	Mr. Ajit / Mr. Arjun / Mr. Ganesh	HVAC Contractor
6	VIJAYA ELETECH	Mr. Jayathilakan / Mr. Velappan	Electrical Contractor
7	TRAVANCORE HYDROTECH	Mr. Pradeep / Mr. Cyril	Plumbing Contractor
8	FIREKOOL	Dr. Raja / Mr. Swamy	Fire Fighting Contractor
9	ION TECHNIQUES	Mr. Nathamani / Mr. Vijayakumar	STP Contractor
10	S&S / PREVENT / ATHENS	Mr. Joseph Simon	Water Proofing
11	TELENOVA	Mr. Abel / Mr. Sreejith	ELV System Integration
12	TECHNOSKILL	Mr. Jayaprakash / Mr.	External Finishing & Glazing Works

13	BRIGHT ALUMINIUM	Mr. Vibin	Bharooka Aluminium Sections - Apt. Balcony Windows
14	IMPACT METALS	Mr. Joji / Mr. Sandeep	SS Handrails for Mall Area
15	KLASSKONE / PONNORE	Mr. Salim / Mr. Alex Ponnore	Internal Finishing Works
16	VEGA	Mr. Jomon / Mr. Manoj	Mall Area Finishing Works
17	INDIVIDUAL / NICE ENGINEERING	Mr. Manoharan / Mr. Unnikrishnan	MS Works / Handrails / Engineering Works
18	GLOBAL BUILDING SOLUTIONS	Mr. George Maliakkal / Mr. Chandran	External Painting Works
<b>F. PROCUREMENT OF HIGH VALUE EQUIPMENTS</b>			
1	GENERAL TRADERS / VITSCON / SIKA	Mr. Sunil	Building Materials
2	SCHINDLER	Mr. Syed	Elevators / Travelators / Escalators
3	INFRA ELEVATORS	Mr. Govindan	CAR Lifts / DW / Customized Lifts
4	EPISTAR INTERNATIONAL	Mr. Abel / Mr. Sreejith	LED SCREEN
5	KOHLER INDIA	Mr. Manu of Manumax	CP & Sanitary Fittings
6	WILO PUMPS - Hydrotech	Mr. KrishnaKumar	HNS / SP / Circulation Pumps
7	GMMCO	Mr. Lalu Raghavan	Caterpillar Make DG Sets
8	INTRANS	Mr. Gopalakrishnan	Transformers
9	TRANSWAVES / LEGRAND / NOWA	Mr. Jayaprakash	HT Cables
10	HESEL CONTROLS	Mr. Santhosh	MSB's / SSB's / DB's / PCP's / LCP's
11	HONEYWELL AUTOMATION	Mr. Manoj	BMS
12	HONEYWELL PROTECTION	Mr. Arun / Mr. Anish	FAS / PAS / CCTV
13	SUKRUTHA AGENCIES	Mr. Krishna Prasad	Hybrid Hot Water System
14	AASHA LEVIN	Mr. Rakesh	LED Lights
15	JACSONS / OZONE / FRIENDS	Mr. Gopakumar	All type of Doors
16	KAJARIA TILES	Mr. Juban George	Tiles for Serviced Apts
17	KAIRALI GRANITES / FASHION MARBLES	Mr. Prashanth	GRANITES / ITALIAN MARBLES
<b>G. BRANDING AND LEASING COORDINATION</b>			
1	EQUA CONSULTING	Mr. Karthik	Retail Consultant
2	IYER CONSULTING	Mr. Iyer	Branding Consultant
3	INDIVIDUAL	Mr. Mathew Luke	Leasing and Mall Operations

<b>H.</b>	<b>CLOSING OF CONTRACTS</b>		
1	UNIDEC	PILING	35,000,000
2	ATHULYA	EXCAVATION	28,500,000
3	KRISHNA FOUNDATIONS	STRUCTURE & CIVIL WORKS	150,000,000
4	EURO POST TECH	PT SLAB	10,000,000
5	SCHINDLER INDIA	PASSENGER LIFTS / TR / ES	61,400,000
6	INFRA ELEVATORS	CAR LIFTS / CUSTOMIZED LIFTS / DW	
7	VOLTAS LIMITED	HVAC	55,000,000
8	VIJYAA ELETECH	ELECTRICAL	15,500,000
9	TRAVANCORE HYDROTECH	PLUMBING	25,000,000
10	FIREKOOL	FIRE FIGHTING	3,000,000
11	ION TECHNIQUES	STP	5,800,000
12	SUKRUTHA AGENCIES	HYBRID HOT WATER SYSTEM	3,700,000
13	TECHNOSKILL	EXTERNAL FINISHING & GLAZING (DISPUTE)	34,000,000
14	PONNORE	INTERNAL FINISHING	6,800,000
15	S&S	WATER PROOFING	5,500,000
16	ATHENS CORPORATION	THERMAL INSULATION / WP	3,500,000
17	VEGA	MALL AREA FINISHING	10,000,000
<b>18</b>	<b>TOTAL CONTRACT VALUE (TCV) CLOSED</b>		<b>452,700,000</b>
<b>I.</b>	<b>SALE DEED PREPARATION &amp; REGISTRATION ACTIVITIES</b>		
1	S.N. NAIR & ASSOCIATES	Adv. Binu & Adv. Abhilash	Sale Deed Preparation
2	S.N. NAIR & ASSOCIATES	Adv. Binu & Adv. Abhilash	Presentation Power of Attorney
3	SRO - MARADU	Sub Registrar	Registration of Documents
<b>J.</b>	<b>KHB PLATYNUM MALL LEASING</b>		
1	S.N. NAIR & ASSOCIATES	Adv. Binu & Adv. Abhilash	TERM SHEET
2	S.N. NAIR & ASSOCIATES	Adv. Binu & Adv. Abhilash	LEASE AGREEMENT

3	INDIVIDUAL	Mr. Mathew Luke	CAM Charges / Loading Factor / Mall Ops
<b>K. KHB - WAY FORWARD</b>			
1	KHB MANAGEMENT BoD	CHAIRMAN, VICE CHAIRMAN, DIRECTOR	KHB PLATYNUM MALL - ANALYSIS
2	KHBPL MANAGEMENT	CHAIRMAN, VICE CHAIRMAN, DIRECTOR	OTHER PROJECTS STATUS REVIEW
3	KHB MANAGEMENT BoD	CHAIRMAN, VICE CHAIRMAN, DIRECTOR	KHB DIVESTMENT STRATEGY
4	KHB MANAGEMENT BoD	CHAIRMAN, VICE CHAIRMAN, DIRECTOR	FORMATION OF PROJECT MANAGEMENT SERVICES DIVISION
5	KHB MANAGEMENT BoD	CHAIRMAN, VICE CHAIRMAN, DIRECTOR	IMPLEMENTATION OF ERP S/w
6	KHB MANAGEMENT BoD	CHAIRMAN, VICE CHAIRMAN, DIRECTOR	JV FEASIBILITY STUDY REPORT
<b>L. KOOL HOME PROPERTIES AND DEVELOPERS PVT. LTD (TRANSFER OF PROPERTY THROUGH ESCROW MGT)</b>			
1	NITESH ESTATES LIMITED	Mr. Vaidhyanathan / Ms. Sandhya	SELLER of 4 Acres of Land
2	VAYALAT ESTATES PVT. LTD	Mr. Roy J. Vayalat	Owner of 4 Acres of Land
3	RELIANCE CAPITAL LTD.	Mr. Sandeep Parekh / Mr. Nandakumar	NBFC
4	AXIS BANK LTD.	Mr. Anand V.	ESCROW BANK
5	AXIS TRUSTEE SERVICES LTD.	Mr. Indraprakash / Mr. Ankit / Mr. Vaibhav Palande	ESCROW AGENT
6	KOOL HOME PROPERTIES AND DEVELOPERS PVT. LTD	Mr. Abdul Lahir Hassan	INVESTOR / PURCHASER

**PROJECT DOCUMENTATION FOR KHB PLATYNUM MALL & SERVICED APARTMENTS HOTEL**

<b>A</b>	<b>COMPILATION OF THE FOLLOWING CHECKLISTS PILING, SUB STRUCTURE &amp; SUPER STRUCTURE WORKS</b>
1	PILE SETTING OUT
2	PILE RECORD
3	SHEETPILE WORKS
4	EXCAVATION, DISPOSAL, REFILLING & SOLING
5	CHECKLIST FOR PCC
6	REINFORCEMENT FABRICATION AND FIXING
7	FORMWORK
8	CONCRETE MIXING
9	CONCRETE PLACING
10	CASTING EXECUTION CLEARANCE CHECKLIST
11	POUR CARD FOR CONCRETING
12	CHECKLIST FOR PLACING STRANDS FOR PT SLAB
13	CHECKLIST FOR WATER PROOFING
14	CHECKLIST FOR BLOCK WORK
15	CHECKLIST FOR INTERNAL PLASTERING
16	CHECKLIST FOR PAINTING
17	CHECKLIST FOR PUTTY / PRIMER
18	CHECKLIST FOR TILE FLOORING
19	CHECKLIST FOR DOOR AND WINDOW FIXING
<b>B</b>	<b>SCHEDULE COMPLIANCE - QUALITY TESTING SCHEDULE OF THE FOLLOWING</b>
1	COARSE AGGREGATES - SIEVE ANALYSIS, SPECIFIC GRAVITY, MOISTURE CONTENT, ELONGATION AND BULK DENSITY
2	FINE AGGREGATES - SIEVE ANALYSIS, SPECIFIC GRAVITY, MOISTURE CONTENT, SILT CONTENT AND BULK DENSITY
3	CEMENT AND STEEL - EXTERNAL LABORATORY FOR PHYSICAL AND CHEMICAL ANALYSIS
4	CONCRETE - INITIAL AND FINAL SETTING TIME, CONSISTENCY AND CEMENT MORTAR CUBE TEST
5	WEEKLY SCHEDULE PREPARED TO BE COMPLIED FOR VARIOUS TESTS
<b>C</b>	<b>SUBSTRUCTURE &amp; SUPER STRUCTURE WORK PROCEDURES - MONITORING AND EVALUATION</b>
<b>D</b>	<b>TEMPLATE PREPARATION AND ITS APPLICATION ON-SITE</b>
1	CHANGE ORDER TEMPLATE
2	NON COMPLIANCE REPORT (QUALITY)
3	POUR CARD - POINTS TO BE CONSIDERED
4	ORGANIZATION CHART
5	DAILY RETURNS - LABOUR AND EQUIPMENTS
6	DRAWING LOG - ARCHITECTURAL / STRUCTURAL / MEP
7	SHOP DRAWINGS LOG

8	SHOP DRAWINGS - GUIDELINES FOR CONTRACTORS
9	MATERIAL APPROVAL REQUEST
10	MATERIAL PROCUREMENT SCHEDULE
11	REQUEST FOR INFORMATION
12	SITE DIRECTIVES
13	ONE WEEK LOOK-AHEAD
14	INSPECTION AND TEST PLAN - COMPLIANCE FORMAT
15	CUBE TEST SUMMARY REPORT
16	DAILY PROGRESS REPORT
17	INCIDENT REPORT
<b>E</b>	<b>CONTRACT ADMINISTRATION</b>
<b>F</b>	<b>PROCUREMENT OF HIGH VALUE EQUIPMENTS</b>
<b>G</b>	<b>CLOSING OF CONTRACTS</b>
<b>H</b>	<b>APPROVAL RELATED DOCUMENTS</b>

**PROJECT DOCUMENTATION FOR EXTERNAL CONTRACT WORKS - CEC / IITT / MES / ETC**

<b>1</b>	<b>PROGRESS MONITORING</b>
a	PERCENTAGE PROGRESS ACHIEVED VIS-À-VIS TIME GIVEN FOR COMPLETION
b	STEPS TAKEN TO ACCELERATE PROGRESS WHEN SHORTFALL IS NOTICED
c	EXTENSION OF TIME REQUIRED? BASED ON SUBMISSION OF HINDRANCE REGISTER
d	CO-ORDINATION AMONGST VARIOUS AGENCIES INVOLVED
e	COMMENTS ON ITEMS LAGGING BEHIND FOR WANT OF DRAWINGS / MATERIALS / DECISIONS ETC.
<b>2</b>	<b>M-BOOK MAINTENANCE FOR THE FOLLOWING WORKS</b>
a	ALL WORKS BELOW GROUND LEVEL SUCH AS CONCRETE, MASONRY, STEEL
b	FABRICATED STEEL WORK IN COLUMNS, BEAMS
c	ALL PCC / RCC WORKS
<b>3</b>	<b>LEVEL BOOKS FOR EARTHWORKS</b>
a	MARKING ORIGINAL GROUND LEVEL
b	PERMANENT REFERENCE LINE
c	ON COMPLETION, LEVELS TO BE RECORDED IN THE LEVEL BOOK
<b>4</b>	<b>RECORDING MEASUREMENTS OF FREE SUPPLY OF GOODS</b>
<b>5</b>	<b>RA BILL PREPARATION &amp; SUBMISSION</b>
<b>6</b>	<b>OFFSITE PROCUREMENT MANAGEMENT</b>
<b>7</b>	<b>ATTENDING ON SITE MEETINGS FORTNIGHTLY</b>
<b>8</b>	<b>MAINTAINING GOOD RELATION WITH THE CLIENTS / ENGINEER - IN -CHARGE</b>
<b>9</b>	<b>ATTENDING COORDINATION MEETINGS</b>
<b>10</b>	<b>PREPARATION OF ENGINEERING BOQ</b>
<b>11</b>	<b>PREPARATION OF VARIANCE STATEMENT AND NON BOQ ITEMS SEPARATELY</b>
<b>12</b>	<b>FOLLOW-UP ON PAYMENTS</b>

<b>KHB PLATYNUM MALL &amp; SERVICED APT. PROJECT (3,65,000 SFT)</b>				
Sl.#	ITEMS	AMOUNT IN RUPEES	COST PER SFT	
1	Approvals	25,000,000	68	2%
2	Consultancy Charges	30,000,000	82	3%
3	Piling	70,000,000	192	6%
4	Excavation / Disposal	28,500,000	78	3%
5	Structure & Civil Works	450,000,000	1233	40%
6	MEP Works	255,000,000	699	23%
7	Finishing Works	119,000,000	326	11%
8	Over Heads	137,500,000	377	12%
<b>9</b>	<b>PROJECT COST (Actual)</b>	<b>1,115,000,000</b>	<b>3055</b>	

<b>KOOL HOME BUILDERS PVT. LTD.</b>					
<b>TENDER SUBMISSION AND PROJECTS AWARDED</b>					
Sl.#	Client	Contact Person	SCOPE OF WORK	CONTRACT VALUE	Status
1	CEC	Fr. Gregory CMI	Structure & Civil Works	150,000,000	Completed
2	IITT	Mr. Venu K.P.	Concept to Finish including Land Procurement	440,000,000	In-Progress
2	AMV MANIKATH ENCLAVE	Mr. Anil Sharma	Piling & Sub Structure Works	45,000,000	In-Progress
3	AMV MANIKATH ENCLAVE	Mr. Anil Sharma	Super Structure & Civil Works	122,000,000	In-Progress
4	MES	GE(NW) Kochi	REPAIR AND MAINTENANCE WORK	29,169,436	Completed
5	TULSI BUILDERS	Mr. Tulsidas	QUEENSMEAD VILLA PROJECT	41,375,244	In-Progress
6	BCG BUILDERS	Ms. Renu	BCG VANTAGE PROJECT	42,550,000	In-Progress
7	COCHIN SHIPYARD LTD.	DGM (CIVIL)	EMPLOYEE QUARTERS	204,447,680	In-Progress
<b>8</b>	<b>TOTAL CONTRACT VALUE (TCV)</b>			<b>1074,542,360</b>	
	<b>One Hundred and Seven Crores</b>				



**PROJECT CONTROLLER FOR IDENTITY INFRASTRUCTURES TWIN TOWER PROJECT AT KUNDANNOOR**

Sl.#	Company	Contact Person	Area of Expertise
<b>A.</b>	<b>PROJECT FEASIBILITY STUDY</b>		
1	KOOL HOME BUILDERS	Mr. VINCENT K.M.	PROJECT PROPOSAL / CASH FLOW
2	KOOL HOME BUILDERS	Mr. VINCENT K.M.	COST ESTIMATION & REVENUE PROJECTION
3	KOOL HOME BUILDERS	Mr. VINCENT K.M.	FINDING THE RIGHT INVESTOR
4	KOOL HOME BUILDERS	Mr. VINCENT K.M.	INVESTMENT PARTNER MODEL FOR KHB
<b>B.</b>	<b>PROCUREMENT OF 33.5 CENTS OF LAND FOR IDENTITY INFRASTRUCTURES</b>		
1	KOOL HOME BUILDERS	Mr. Vincent K.M.	Due Diligence
2	IDENTITY INFRASTRUCTURES	Mr. Antony Joseph	Purchaser
3	LAXMI CRANES PVT. LTD	Mr. Bhasi K. Nair	Seller
4	JDNT	Adv. Thomas	ESCROW Agent
<b>C.</b>	<b>PROCUREMENT OF 33.5 CENTS OF LAND FOR KUNNAPPILLY BUILDERS LLP.</b>		
1	KOOL HOME BUILDERS	Mr. Vincent K.M.	Due Diligence
2	IDENTITY INFRASTRUCTURES	Mr. Venu K.P.	Purchaser
3	LAXMI CRANES PVT. LTD	Mr. Bhasi K. Nair	Seller
4	JDNT	Adv. Thomas	ESCROW Agent
<b>D.</b>	<b>FORMATION OF NEW ENTITY - IDENTITY INFRASTRUCTURES TWIN TOWERS</b>		
1	S.N. NAIR & ASSOCIATES	Adv. Binu & Adv. Abhilash	PARTNERSHIP DEED
2	M.A. MOIDEEN & ASSOCIATES	Mr. Razee	PAN CARD
3	M.A. MOIDEEN & ASSOCIATES	Mr. Razee	KVAT REGISTRATION
4	M.A. MOIDEEN & ASSOCIATES	Mr. Razee	SERVICE TAX REGISTRATION
5	M.A. MOIDEEN & ASSOCIATES	Mr. Razee	TAN
<b>E.</b>	<b>BUILDING DESIGN COORDINATION (VALUE ENGINEERING &amp; DESIGN REVIEW)</b>		
1	SML ARCHITECTS	Ar. Lalichan	Conceptual Design & Chief Architect
2	NASCON	Mr. Able Elias	Structural Consultant
3	Sree Giri Associates	Dr. Aravindan	Peer Review Structural Consultant
4	Alex Cyriac & Associates	Mr. Alex Cyriac / Mr. Kurian / Ms. Deepa / Mr. Cheeran	HVAC Consultant
5	GTCS	Mr. Shreeganesh / Ms. Deepa Ganesh	PHE / STP / Fire Fighting
6	STUDIO HBA	Mr. ANTONY	Apartment Interior Design
7	GTCS	Ms. Deepa Ganesh	IGBC Consultant

<b>F. APPROVAL RELATED COORDINATION</b>			
1	SML ARCHITECTS	Ar. Lalichan	<b>Building Permit</b>
2	GTCS	Mr. Shreeganesh / Ms. Deepa Ganesh	Initial Fire NOC
3	GTCS	Mr. Shreeganesh / Ms. Deepa Ganesh	KSPCB - Consent to Establish
4	EMCEE GROUP	Mr. Mathew	Geology Permit
5	Samara Consultants		NHAI Approval
<b>G. BUILDING INTERNAL DESIGN REVIEW COORDINATION</b>			
1	SML ARCHITECTS	Ar. Lalichan	DBR & Architectural Plans
2	NASCON	Mr. Able Elias	DBR & Structural Drawings
3	Sree Giri Associates	Dr. Aravindan	Peer Review Structural Consultant
4	Alex Cyriac & Associates	Mr. Alex Cyriac / Mr. Kurian / Ms. Deepa / Mr. Cheeran	HVAC - DBR, Scheme & Floor Drawings. VRF Units for Individual Apts
5	GTCS	Mr. Shreeganesh / Ms. Deepa Ganesh	PHE and Fire - DBR, Scheme & Floor Drawings
6	HBA DESIGN	Mr. Sreerag Kaimal	Interior Design Layout
7	GTCS	Ms. Deepa Ganesh	Feasibility Study Report & Audit Report
<b>H. CONTRACT ADMINISTRATION (WORKS CONTRACT &amp; SERVICES)</b>			
1	UNIDEC	Mr. Manoj Mathew	PILING CONTRACTOR
2	EMCEE GROUP	Mr. Mathew	EXCAVATION & DISPOSAL / SHEET PILING
3	KOOL HOME BUILDERS	Mr. Geoby Thomas	Sub Structure & Super Structure Works

**IDENTITY INFRASTRUCTURES TWIN TOWER PROJECT (1,55,000 SFT)**

Sl.#	ITEMS	AMOUNT IN RUPEES	COST PER SFT	
1	Approvals	1,00,00,000	65	1%
2	Consultancy Charges (ESTIMATED)	1,00,00,000	65	1%
3	Piling (AWARDED)	4,75,00,000	306	4%
4	Excavation / Disposal (AWARDED)	1,00,00,000	65	1%
5	Structure & Civil Works (AWARDED)	15,00,00,000	968	13%
6	MEP Works (NOT YET AWARDED)	10,00,00,000	645	9%
7	Finishing Works (NOT YET AWARDED)	10,00,00,000	645	9%
	Interior Design (AWARDED)	75,00,000	48	1%
8	Overheads (ESTIMATED)	50,00,000	32	0.4%
<b>9</b>	<b>PROJECT COST (Estimated)</b>	<b>44,00,00,000</b>	<b>2839</b>	

## **KEY RESPONSIBILITIES AS THE UNIT MANAGER / ASST. GENERAL MANAGER FOR HOTELS**

1. Building Effective relationships through maintaining guest addresses, continuous communication, birthday wishes etc
2. Ensuring there are relevant legally compliant HR practices in place including recruitment, training and development, performance management etc.
3. Ensuring effective support functions are in place to support the operations of the hotel/resort like supply chain & procurement, engineering, transport, facilities management etc
4. Creating a yearly business plan with the Management Team w.r.t the performance made by the hotel in the previous year's, if any, which is measurable and achievable, monitored and amended at regular intervals.
5. Overall responsibility for managing the P&L
6. Ensuring that all departments Operational Budgets are in place and controlled effectively
7. Collating and analyzing the revenue generation trends of the hotel/resort in order to identify critical areas of revenue enhancement.
8. Driving sales activity to optimize commercial performance and controlling cost for increasing the profitability.

### **What all I can do**

1. Manage ongoing profitability of your hotel, ensuring revenue and guest satisfaction targets are met and exceeded.
2. Ensure all decisions, which I am permitted to take independently, are made in the best interest of the hotel
3. Ensure costs are controlled and revenue opportunities are effectively sourced and delivered
4. Hotel regular briefings and communication meetings with the HOD team
5. Respond to audit to ensure continual improvement is achieved
6. Manage and develop Hotel executive team
7. Revenue Analysis from POS like Front Office, Restaurant, House Keeping, Lounge Bar, Coffee Shop, Specialty Restaurant, Spa, Travels etc.
8. Preparation / Maintaining of Guest addresses with their email id's (VIP's, Regular's, Group's)
9. Conducting FAM Tour, Culinary Tour, Adventure tours
10. Rooms Revenue Analysis (ARR, RPAR etc etc )
11. F&B Revenue and Cost Analysis (Food Cost, Breakage Cost)
12. Bar Revenue and Cost Analysis (Bar Cost, Bar Food Cost, Breakage Cost)
13. House Keeping Revenue and Cost Analysis (Guest Supplies Cost/Room and HK cost per room)
14. Garden / Pest Control and PM Services Cost
15. DG, Electricity and Maintenance Cost (Total Power Cost, Power Cost Per Room, Water charges)
16. Staff Cost (Salary and Contract Workers, Total Mess Cost, Staff Laundry Cost, ESI, PF, Staff Welfare, Food Cost per employee per day, Employee Cost per room, Employee Per Room)

## **ACADEMIC WORK EXPERIENCE**

### **A. Paper's Taught at Albertian Institute of Management (Full Time Faculty)**

- a) Business Mathematics, Statistics for Management, MIS, Operations Research, Research Methodology, Planning and Implementing IT Strategies, E-Com and Internet Marketing, DBMS, ERP, RDBMS & SQL Concepts
- b) Conducted Training Programs in SPSS (Statistical Package for Social Services) for Research Scholars
- c) Conducted various Seminars on Retail, Organizational Development and Rural Camps for Students
- d) Extra Duty as Placement Coordinator

### **B. Paper's Taught at Sree Narayana Guru Institute of Science & Technology (Visiting Faculty)**

- a) ERP, e-Com and Internet Marketing

### **C. Paper's Taught at IILM (Visiting Faculty)**

- a) Management of Change and Organizational Development

### **D. Seminars' Attended**

- a) Result Based Management, Participatory Action Research, Environmental Impact Assessment, Gender Impact Assessment, Entrepreneurship Development Program

## **EXTRA MURAL ACTIVITIES**

EIGHT YEARS OF DAILY PRACTICE (STILL UNDERGOING) LIKE SUN SALUTATION, PRANAYAMA AND ASANAS (UNDER THE GUIDANCE OF YOGACHARYA SUDHIR) HAVE BROUGHT A FEELING OF WELL-BEING, A REDUCTION IN BODY-WEIGHT, INCREASED VITAL CAPACITY, ACCELERATION IN ENDOCRINAL FUNCTIONS AND IMPROVEMENT IN MEMORY.

**COMPLETED WITH HIGH DISTINCTION TWO YEARS OF VEDANTA COURSE (UNDER THE GUIDANCE OF POOJYA SATYANANDA SARASWATI, CHINMAYA MISSION) – THE COURSE HELPED ME TO UNDERSTAND THAT ONE CANNOT CHANGE ONE'S REALITY BY CHANGING ONE'S THOUGHTS. THE PURPOSE OF STUDY IS TO CREATE AN AWARENESS OF ONE'S IDENTITY WITH THE ONE SOURCE. ONE OF THE MAIN TOOLS THAT I HAVE DEVELOPED THROUGH THIS SESSION IS LOGICAL THINKING. THE FOUNDATION OF LOGIC IS INFERENCE. IT WORKS ON TWO CONDITIONS – THE PREMISES HAVE TO BE TRUE AND REASONING HAS TO BE VALID.**

## **REFERENCES**

TO REFER ABOUT MY PERSONAL INTEGRITY, please contact

1. YOGACHARYA V.S. SUDHIR  
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CHINMAYA MISSION  
NETTIPADAM ROAD  
ERNAKULAM  
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TO REFER ABOUT MY INTELLIGENCE & HARDWORKING, please contact

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