

CURRICULUM VITAE

NANDHA KUMAR .M
14+ Years' Experience (India & Qatar)

Contact Number : +974-31548105 & +91-7825023885
Email : mail4nandha@gmail.com

Summary:

- ❖ **Project Management in Qatar National FTTX rollout project- Router Tech support services, GPON Technology, Cisco configuration, Investment Banking & Capital Market and Health Care & Financial Transactions.**
 - ❖ Highly accomplished, sincerely motivated, and willing team member with a successful 14+ years track record. Has the proven ability to tackle and succeed in all projects and endeavors efficiently and in time. Able to handle and exceed with multiple Implemented deadlines and assignments in fast-paced environments. Communicates effectively with users, clients, and fellow colleagues.
-

Certificates & Awards:

- ❖ **Bachelor's Degree in business administration- 2006** Bharathidasan University, Tamil Nadu.
- ❖ **Higher Secondary - 2002** from Govt Boys School, Tamil Nadu, India.
- ❖ **Secondary – 2000** from Govt Boys School, Tamil Nadu, India.

Other Qualifications, Certification:

- ❖ **Diploma in Computer Application** from DCL Systems.

Computer Skills & Software's used:

- ❖ **Operating System** - Windows (98/2000/XP/ME, Vista, Windows7&10)
 - ❖ **Networking** – Networking skills (Router support, VoIP)
 - ❖ **Microsoft Office** - MS word, MS Excel, MS PowerPoint & Outlook
 - ❖ **Planning and Management** –MS Project
 - ❖ **AutoCAD** – Basic skills
-

Professional Experience: 14+ Years

EMPLOYER'S PROFILES:

I. Organization : **Kuwait Network Electronic Technology CO, W.L.L, Doha, Qatar**
Period of Service : Oct' 2012 to Dec'2015 and Mar'2017 to Till Date
Designation : **Assistant Project Manager**

1. Project Name : **Qatar National FTTX rollout project – GPON Technology**

Client : **Vodafone, Huawei, Ericsson, Ooredoo, QNBN,**

Project Details : Ooredoo has opted for a state-of-the-art multi-service telecommunication FTTX (Fiber to the Home/Building) solution for Brownfield areas based on GPON technology. Ooredoo intends to implement this Access Network infrastructure in selected areas of Qatar for now. In these areas, Ooredoo currently has an existing duct/civil infrastructure to accommodate the external optical distribution network (ODN).

Responsibilities:

- Work for FTTX project, as a technical leader to support project manager, control the project cost, schedule, and quality.
- Identifying hardware and software solutions.
- Troubleshooting technical issues.
- Diagnosing and repairing faults.
- Resolving network issues.
- Installing and configuring hardware and software.
- Speaking to customers to quickly get to the root of their problem.
- Providing timely and accurate customer feedback.
- Talking customers through a series of actions to resolve a problem.
- Following up with clients to ensure the problem is resolved.
- Replacing or repairing the necessary parts.
- Supporting the roll-out of new applications.
- Providing support in the form of procedural documentation.
- Managing multiple cases at one time.
- Testing and evaluating new technologies.
- Conducting electrical safety checks on equipment
- Understand the SOW of contract and customer requirement, Provide technical support for FTTX project deployment, implementation, and maintenance. In charge of all technical and device problems
- Responsible for ISP and OSP projects, Engineering survey, Planning & Designing FTTH/FTTB (Fiber to the Home/Building), to provide fiber connectivity to every building of Qatar as per the guidelines from Ooredoo/Vodafone.
- To Make BOQs/Estimates & Detail Project Plans for the GPON Projects which includes Civil Works, Cable Works, ISP Works and all the Equipment Installations. Prepare section related reports and provide project information to the Project Control group for the incorporation in project reports.
- Resource planning as per the Project Implementation schedule on daily basis.
- Identify and resolve issues and conflicts within the project team.
- Develop and deliver Templates, Standard Operating Procedures (SOP), progress reports, proposals, requirements documentation and presentations.
- Complete all inspection reports and paperwork in accordance with QA/QC procedures.
- Prepare daily logs and reports.
- Prepare Weekly and Monthly reports.
- Attend meetings with project team, client, contractors, sub-contractors, and other stakeholders.
- Take leadership/project management responsibility on a range of engagement types
- Establish and manage relationships with client leadership and executives

II. Organization : Reliance Jio Infocomm Ltd.

Period of Service : Dec' 2015 to Mar' 2017

Designation : **Tech Support officer & Project Management Office**

1. Project Name : GSM-R4G Project, Civil, Tower Erection & Electronics installation.

Responsibilities: PMO

- To understand and follow the principles, regulation, and the values of the company.
- To receive, understand and act according in RJIL management's instruction, giving tasks, target and timeline.
- Preparation and maintenance of all kinds of reports pertaining to construction department and sharing the reports to other departments to complete the next level works.
- Planning Weekly and Monthly basis of entire Kerala construction activities and follow up with City and Area Leads

- Preparing MOM on every week and call all the respective stake holders to review city wise for various functional areas (Real Estate, Construction, Electricity, NOC, Electronics, Radio Frequency, Fiber teams)
- Coordinating with NHQ (National Head Quarters) through VC & AC Performance based and Publishing reports on behalf of Kerala team for all Stakeholders
- Follow with every city Managers and Site engineers to know the status of every site activity and resolving the site related issues on time.
- Controlling the productivity, quality, and timeline of team on site.
- Sending Daily reports about production, quality, and timeline to the management.
- checking plans, drawings, and quantities for accuracy of calculations.
- Ensuring that all materials used, and work performed are as per specifications.
- Managing, monitoring, and interpreting the contract design documents supplied by the client.
- Liaising with any consultants, subcontractors, supervisors, planners, quantity surveyors and the general workforce involved in the project.
- Liaising with the local authority (where appropriate to the project) to ensure compliance with local construction regulations and by-laws.
- Liaising with clients and their representatives (Real Estate, Legal, ROW, Radio Frequency), including attending regular meetings to keep them informed of progress.
- Day-to-day management of the site, including supervising and monitoring the site labor force and the work of any subcontractors.
- Planning the work and efficiently organizing the plant and site facilities to meet agreed deadlines
- preparing to do list and task to assigned team/ crafts people
- Job review of subordinate staff
- To be Pro Active and provide management ideas and solutions for ongoing and future project.
- As per management's instruction or any other task assigned and given.

III. Organization : Mphasis an HP Company

Period of Service : Dec' 2008 to Oct' 2012
 Designation : Transaction Processing Officer

1. Project Name : Investment Banking & Capital Market

Client : TD Ameritrade & Bank of New York

Project Details : TDA is given different kind of accounts to trade like, New accounts, Retirement accounts, Educational plan. Also, they are providing service for maintenance of account, beneficiary, internal & external fund transfers.

Responsibilities: Transaction Processing Officer

- Receiving brokerage account related request forms are scanned documents from client through client's own portal.
- To split the documents as department wise (New Accounts, Maintenance Accounts, Internal/ External Fund Transfers and Mutual funds).
- To check the core requirements to Process the request as given by TD Ameritrade.
- Coordinating with client through support chart on behalf of Mphasis to resolve the issue / Clarification.
- To monitor the SLA activity and giving alarm to the teams to complete the task.
- To provide the technical/ subject related support to the teams to deliver the project with quality.
- Liaising with clients and their representatives including attending regular meetings to keep them informed of progress.
- Being a SME to monitor the shift and fix the targets to teams and deliver the work to client without any issues.
- Planning the work and efficiently organizing the plant and site facilities in order to meet agreed deadlines.
- Preparing reports as required.

IV. Organization : Dell Perot Systems

Period of Service : Dec' 2006 to Dec' 2008
Designation : Executive Financial Transaction

Project Name : Health Care & Financial Transactions

Project Details : Athena is health care company, it supports to patients to claim the insurance coverage from many service providers. As well as coordinating to insurance companies to reduce the steps between service provider and insurance company.

Responsibilities:

- Receiving Health care/Clinical related request forms are scanned documents from client through client's own portal.
- To split to the documents as department wise (Clinical / Physician Authorization, Physician approval).
- To check the core requirements to Process the request as given by Athena.
- Coordinating with client through support chart on behalf of Dell Perot Systems to resolve the issue / Clarification.
- Being a SME to monitor the shift and fix the targets to teams and deliver the work to client without any issues.
- To guide team from constructability issue during design phase.
- Monitoring project with respect to budgeted cost, demand forecasts, to ensure timely execution of projects.
- Co coordinating meeting with contractor for review of progress and site issue.
- Attending meeting with client for discussing progress of project.
- Monitoring the Progress w.r.t schedule.
- Preparing Daily, Weekly & Monthly Reports providing to Planning department.
- Follow escalation mechanism to address any critical issues.

Competencies Across:

- Site Planning
- Resource Planning
- Site Execution
- Quantity Calculations
- Reconciliations
- Sub-Contractor Billing
- Daily & Weekly Reports
- Client Billing
- Analyze project profitability, revenue, margins, bill rates, and utilization
- Monitoring of site progress in comparison with Actual target, Daily Progress Report, Target Report, Balance Quantity & Work Done Report etc.,
- Strong negotiation & analytic skills with the ability to network with Project Members, Consultants, Sub-Contractors with consummate ease and working in International Environment.
- Ability to handle a team and extremely goal oriented.
- Able to work under stress to achieve necessary deadlines.
- **QPRO III – Ashghal RO permit systems**
- Negotiate with clients for Qatar permit systems

Personal Details:

Date of Birth : 23rd Jul' 1985
Languages : English, Hindi, Tamil, Malayalam
Present Location : Doha, Qatar.
Present Address : 12B Suppan kula Street,
Kodavasal, Tamil Nadu, India.
Nationality : Indian
Marital Status : Married,

Passport Details:

Number : P1586007
Date of Issue : 20th Dec' 2016
Date of Expiry : 19th Dec' 2026

Declaration:

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Place: Qatar, Doha