



G. MANOJPRABHAKAR

0564585345

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• CAREER OBJECTIVE

To obtain a challenging and demanding job in an interactive environment that further enhances my knowledge and skills.

• EDUCATIONAL QUALIFICATION:

- Bachelor of Civil Engineering, Anna University Chennai
First Class, 2015-2018
- Diploma in Civil Engineering, State Board of Technical Education and Training
First Class, 2012-2015

• PROFESSIONAL EXPERIENCE

China Railway 18th Bureau Group LLC

July 2020 TO STILL

Site Procurement Engineer

RESPONSIBILITY

- Study the requirement of the material/subcontractor according to the client contract documents.
- Preparing the request for quotation (RFQ) or Inquiry package comprising specification and Bill of quantities (BOQ).
- Obtain quotations for subcontractors and suppliers
- Evaluate quotations received to ensure compliance with specifications and project requirements.
- Negotiate with the bidder to achieve good commercial value and credit terms.
- Support for the technical submission of the materials.
- Verifying material invoice and subcontractor invoice and sending for IPC approval.
- Preparation of monthly material consumption report.
- Coordinating with supply about delivery timing and arranging logistic support.
- Managing site inventories, supervising store and coordinating with store supervise for inventory.
- Responsible for the preparation and process of purchase orders and documents in accordance with company policies and procedures.
- Maintaining accurate purchase and price records.

Junior Site Engineer

May 2020 TO July 2020

RESPONSIBILITY

- Execute work on site that is carried out according to specifications/drawings.
- Allocating the duties to foreman and lead-man for daily activities and supervision of working labour to ensure strict conformance to methods, quality, and safety.
- Raise WIR requests and responses to get approval from the consultants
- Complete the work without NCR

Project involved

CIEL TOWER, Dubai - B+G+11 Podium+70 floor (365m height)

Project Management Service Chennai
Site Engineer
RESPONSIBILITY

June 2018 TO Dec 2019

- Monitor the Completion of the project in time by tracking the following activities.
 - Following up master schedule for the project
 - Prepare a monthly plan based on the master schedule
 - Set weekly target based on monthly target
 - Track weekly target daily basis
- Ensuring contractor selection on time for Civil works, Plumbing works, Electrical works, and Painting work.
- Estimate the required materials for the upcoming task and track delivery of materials on time.
- Overall reporting and billing of the work by ensuring
 - Work status of the project.
 - Budget for different stages of work.
 - Cost for a selected time duration.
 - Bill of contractors, etc.
- Responsible for concrete pour card and test result submission.
- Providing regular written reports and support to the QA/QC Manager.
- Executing the site activities as per the schedule.

• Certification & License

- The British English Certification course.
- Certification of Primavera
- UAE Driving License

• PERSONAL DOSSIER

Date of Birth	4 th Oct1996
Sex	Male
Passport	R6336279 valid up to 19.12.2027
visa	Employment visa (Notice Period one month)
Language Known	English, Tamil, Telugu, Hindi

• DECLARATION

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place:

Yours sincerely,

Date:

G. MANOJPRABHAKAR