

CURRICULUM VITAE

KOUSHIK DUTTA

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Job Objective :- To Contribute My Talent And Innovative Skills In The Areas Of **CIVIL ENGINEERING** With **13 Years 10 Months Of Working Experience As A Billing Manager And 11 Years Of Project Engineer**. For Development Of The Company And To Shape Myself As A Sagacious Professional While Serving The Company & Soul Responsibility In An Organization Of Repute.

Summary of Skills & Experience :-

- 1 Execution Of Different Types Of Building Including Foundation (Pile, Pile Cap & Double Basement) Superstructures, VDF Flooring, S & P & Finishing Job.
- 2 Micro Planning In Site & Quality Control.
- 3 Interior Works Comprising Of Various Types Flooring, Painting, Aluminium - Partition Wall, Door & Window, Composite Panels, Structural Glazing, False Ceiling, Acoustics & All Type Of Finishing Work.
- 4 Special Repair & Maintenance Work of Housing Estate & Office Complex.
- 5 Quantity Survey, B.O.Q., Rate Analysis, Extra Item Analysis, Work Order, Reconciliation of Client Supplied & Self Procure Bulk Material, Client Bill Submission & Contractors' Bill Certification, Purchase Order, Labour Percentage, Secured Advance And Escalation Bill etc.

Software Knowledge :- MS - Office, Auto CAD, MS - Project & STAAD - PRO

Total Years of Experience :- 24 Years 10 Months.

Present C.T.C. :- ₹ 7.50 Lakh P/A

Expected C.T.C. :- Negotiable.

Current & Preferred Location :- Kolkata.

Joining Period :- Immediate.

Details of Working Experience :-

| Name Of Project | Responsibility | Description Of Organization |
|--|--|--|
| Avishi Trident Project, Kolkata Working As Billing Manager From Feb. 2017 & Onwards. | Construction of 3 nos. Residential Tower of B + G + 20 & Retail Block. Budget, Execution & Finishing Works, Final Quantification, All Bill Checking (Labour + Material), Work Order, Material Indent, Purchase Order & Reconciliation. | Avishi Projects LLP. 33A, J. L. Nehru Road, 4 th Floor, Room No. - 3, Kolkata - 700071. (04 Years 05 Months) |
| Medical Cyclotron Project, Kolkata Working As Billing Manager From May 2012 To Jan. 2017. | Construction of Medical Cyclotron Project Under Dept. of Atomic Energy Of Kolkata Region. Execution & Finishing Works, Final Quantification, Final Billing & Reconciliation. | Merint Industrial Infrastructure Pvt. Ltd. Plot No. - A - 791/8, TTC Area Khairane, Navi Mumbai - 400710. (04 Years 09 Months) |

| Name Of Project | Responsibility | Description Of Organization |
|---|--|---|
| Bengal Unitech Universal Project, Kolkata Worked as Asst. Manager Billing From May 2011 To April 2012. | Construction of 5 nos. Residential Tower of G + 25 Execution & Finishing Works, Final Quantification, Final Billing & Reconciliation. | East Coast Construction & Industries Limited. 4, Moore's Road, Chennai - 600006 (01 Years 00 Months) |
| Oasis Project, Kolkata Worked as Sr. Billing Engineer From Nov. 2007 To Mar. 2009. | Construction of 2 nos. Residential Tower of B + G + 25 Storied with Extended Basement & Finishing Works. Final Quantification, Final Billing & Reconciliation. | Ahluwalia Contracts (India) Limited. M - 1, Saket, New Delhi - 110017 (06 Years 06 Months) |
| South City Project, Kolkata Worked as Sr. Billing Engineer From Nov. 2007 To Apr. 2011. | i) Construction of 4 nos. Residential Tower of B + G + 35 Storied Shear Wall Structure with Extended Basement & Finishing works. ii) Construction of Club House & Tower – 5 of LB + UB + G + 15 with Extended Basement & Finishing Works. Final Quantification, Final Billing & Reconciliation. | |
| South City Project, Kolkata Worked as Asst. Engineer (Project) From Nov. 2004 To Oct. 2007. | | |
| Ruchira Residency Worked as Site Engineer From Nov. 2003. To Oct. 2004. | Construction of 2 nos. Residential Tower of G+12 Storied. A Project of West Bengal Housing Board in association with E.P.I.L. | M/S N. SAHA & Co. (Engineer & Contractor) 9D, Avenue South Santoshpur, Kolkata – 700075 (08 Years 02 Months) |
| S. R. & Maintenance Job Worked as Site Engineer From Aug. 2002 To Oct. 2003. | Special Repair & Structural strengthening of Branch building of S.B.I. at Jalpaiguri under Premises and Estate Dept. in association with Ghosh & Bose Consultant. | |
| S. R. & Maintenance Job Worked as Site Engineer From Jun. 2001 To Jul. 2002. | Special Repair & Maintenance work at 63, N. S. Road. Jessop Building under City Div. Of P.W.D. - P.V.C Flooring over wooden flooring Aluminium door, window and Partition wall. | |
| S. R. & Maintenance Job Worked as Site Engineer From Sep. 2000 To May 2001. | Special Repair & Maintenance work at 5/6, Karim Box Row Housing, Paikpara & Kasipore Housing Estate under H. C Div. No.-1 | |
| State Health Project Worked as Site Engineer From Jul. 1999 To Aug. 2000. | Construction of Health Centre & 50 nos. Bed Hospital Building with all Indoor facility and Doctor & Nurses quarter at Dakshien Radhanagar, P.S.- Gosaba, Dist. - 24Paraganas (South) Under World Bank & Health Dept. of Govt. of W.B. | |
| World Bank Project Worked as Site Engineer From Mar. 1999 To Jun. 1999. | Construction of Library Building & Study Room at J. C. Ghosh Polytechnic under World Bank in association with ACME Consultant. | |
| Residential Project Worked as Site Engineer From Aug. 1998 To Feb. 1999. | Construction of 2nos. Residential Building of G+ 4 storied at Ranikuthi & Santoshpur. | |
| Udyan Project Worked as Site Engineer From Sep. 1996 To Jul. 1998. | Construction of 10 Nos. M.I.G. & 3 Nos. L.I.G. Building with Finishing work. A Project of Bengal Ambuja Housing Development Limited. At E.M. Bypass Ajoynagar, Kolkata. | |

Responsibilities In Hand For Individual Projects :-

- 1 Evaluation Of Drawings & Quantity Calculations From Drawings.
- 2 Co-Ordination And Monitoring Daily Construction Activities Of Sites As Well As Site Team & Head
- 3 Ensuring Quality Standards Of Work And Other As Per Requirements.
- 4 Dealing With Customers, Clients And Top Management For All Contractual, Technical & Financial Matter As Well As Vendor Management & Execution.
- 5 Overseeing The Procurement Of Different Equipment Machinery And Material In Connection With The Project.
- 6 Initiate Guide Plan And Control The Different Activities Of The Project.
- 7 Implementation Planning According To The Project Cost Schedule.
- 8 Calculation & Controlling of Labour Percentage.

Educational / Professional Qualification :-

| Name Of Exam. | Board | Institute | Marks | Year |
|------------------------------|--------------|-----------------------------------|--------|------|
| DIPLOMA IN CIVIL ENGINEERING | W.B.S.C.T.E. | Ramakrishna Mission Shilpamandira | 73.00% | 1996 |
| HIGHER SECONDARY (SCIENCE) | W.B.C.H.S.E. | Bishnupur High School | 43.70% | 1992 |
| MADHYAMIK | W.B.B.S.E. | Do | 60.50% | 1990 |

Personal Memorandum :-

Date of Birth :- 21-11-1974

Father's Name :- Nitai Chand Dutta

Address :- 33-A/10 Doctor Lane, Taltala, Entally, Kolkata -700014

Language Efficiency :- Bengali (Native), English & Hindi

Marital Status :- Married

Category :- General

Conclusion :- With all respect of my education & professional background I offered myself as a competent person in all respect.

I hereby declare that all the information provided by me in the application are true, complete and correct to the best of my knowledge and belief and I have not suppressed any information maerial to my selection in your organization.

Date :- 07.05.2021

Place :- Kolkata

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