

Modi Properties Pvt. Ltd – New Employee Joining – Check list

Name:	R. Srinivasan	Joining Date:	5-07-2023
Designation:	Project Manager	Division:	Construction
Company:	Modi Properties Pvt. Ltd	Prepared by:	Alkandha
Site/Project:	AMTZ	Sign:	(Signature)

Sl. No.	Description	Status Yes / No/ NA/ Done
1.	SSC Marksheet collected?	
2.	HSC/Inter /Diploma Marksheet collected?	
3.	Graduation Mark sheet//certificate collected?	
4.	P.G. Marksheet/certificate collected?	
5.	Experience Certificate collected?	
6.	Proof of salary of previous companies collected? (Salary Slip/certificate/ Form 16A)	
7.	Relieving Letter collected?	
8.	4 Passport Size Photographs collected?	
9.	2 Postcard Size Family Photographs collected?	
10.	Residence Proof collected?	
11.	Photo ID Proof collected?	
12.	PAN Card collected?	
13.	2 Reference Letters collected?	
14.	Blood group certificate collected?	
15.	Employee ID Card form filled?	
16.	Bank Account form filled?	
17.	Medical insurance proposal form filled?	
Task to be explained?		
1.	Send introduction email/inform through viber to staff	
2.	Desk - Prepare employee work area or arrange Desk	
3.	Laptop - Arrange computer access/laptop	
4.	SIM - CUG Airtel new connection/portability	
5.	Smart mobile phone – check / provide	
6.	Viber - Add in Groups	✓ Yes
7.	Create employee email ID	
8.	Visiting Cards	
9.	Uniform, wherever required	
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars	

Remarks:

Photograph

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	R. Srinivasan
Date of application	21-06-23
Application through	☐ Advertisement ☒ Referred by: Mr. K.S. Sivasadas

Personal Details:

Full Name	R. Srinivasan		
Age	46 years	Date of Birth	28/04/1976
Fathers Name	Ramasamy		
Address for Correspondence	1-2-1 4 th Street Grandhi Nagar, Anakapalli Visakhapatnam		
Phone & Mobile	93903 68766		
Permanent Address	1-2-1 4 th Street Grandhi Nagar, Anakapalli Visakhapatnam		
Aadhar number	3331 9187 690	Category	SC / ST / BC / Open

Education:

Post Graduation	B.E. CIVIL		
Name of college	Madurai Kamaraj University		
Location	Madurai	Percentage marks	79.97
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	1999	Medium of Instruction	English / Telugu / Hindi

Degree/ Diploma	B.E. CIVIL		
Name of college	Madurai Kamaraj University		
Location	Madurai	Percentage marks	79.97
Course type	☒ Regular course ☐ Correspondence Course		
Year of completion	1999	Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Jr. College	Saswajana High School Secordry school		
Location	Coimbatore	Percentage marks	85%
Year of completion	1994	Medium of Instruction	English / Telugu / Hindi

Name of school	Saswajana High School Secordry school		
Location	Coimbatore	Percentage marks	82%
Year of completion	1992	Medium of Instruction	English / Telugu / Hindi

Employ
Ta. Kumar 4 Varma
negotiable salary + incentive!

Experience & Employment Details:

Years of experience in relevant field		23 yrs	
Name of Company	Mitsumi Housing Pvt Ltd. Randax construction Pvt Ltd		
Duration of employment	4 years	From date: 3/2/2009	To date: 28/3/2023
Location	Agastala		
Designation	Sr Project manager		
Last drawn salary	105000		
Number of employees in the company / branch?	325	Number of employees in your dept. or division?	60
Brief description of work handled by you.	Light House Project 7 Block PBB structure.		
Reason for leaving	Projected Completed.		

Remarks: (For office use only – Do not write in this box)

Name of Company	INDUS Projects Pvt Ltd		
Duration of employment	4 years	From date: 12/03/2016	To date: 5/10/2019
Location	Visalchepatnam		
Designation	Project manager		
Last drawn salary	85000		
Number of employees in the company / branch?		Number of employees in your dept. or division?	25
Brief description of work handled by you.	Pharma projects, Execution co ordinate with client & PMC		
Reason for leaving	I got better and good company		

Remarks: (For office use only – Do not write in this box)

DECLARATION

From:

Date: 26-06-2023

R. Srinivasan

1-2-1 4th Street

Grandhi Nagar Anakapalle Vizif

To,
HR Manager,
Modi Properties Pvt. Ltd.,
M.G. Road, Secunderabad-03.

I have submitted my bio-data/ resume for a suitable post in your company and its associated firms/subsidiaries.

I hereby certify/declare that the details given herein are true to the best of my knowledge.

In case the information given by me is found to be un-true, I will be liable for consequences thereon.

I shall provide proof of last drawn salary as and when requested.

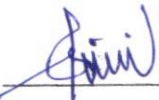
I shall provide letters of good conduct/recommendation from past employers as and when asked for.

I further undertake to work for a minimum period of 2 years, if I am offered employment in your company.

Thank you.

Yours sincerely,

Signature



Name: R. Srinivasan

Place: Vizakhapatnam

Date: 26-06-2023

Remarks by Admin.: (For office use only – Do not write in this box)

Background – Personal	☐ Good ☐ Average ☐ Poor
Background – Work	☐ Good ☐ Average ☐ Poor ☐ NA
Personality	☐ Good ☐ Average ☐ Poor
Appearance	☐ Good ☐ Average ☐ Poor
Communication skills	☐ Good ☐ Average ☐ Poor
Recommendation	☐ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	

Remarks by Divisional Manager: (For office use only – Do not write in this box)

Relevant experience	☐ Good ☐ Average ☐ Poor ☐ NA
Knowledge of subject	☐ Good ☐ Average ☐ Poor
Recommendation	☐ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	

Remarks by MD (For office use only – Do not write in this box)

Recommendation	☐ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	

Offer Details

Salary offered		Date of joining	
Remarks:			

R. Srinivasan

: 4, 4th Street Gandhi Nagar

Anakapalli, Visakhapatnam

Mobile: 93904368766.

E-Mail: srinivasanskap@gmail.com

PROFESSIONAL SYNOPSIS

- A dynamic professional with **23 years** of rich experience in Contracts management, planning, site Execution and Management of Civil Construction Projects.

Key Deliverables

- Administering & monitoring the complete **construction of Industrial and Commercial** Projects, MEP and finishing of interior work's, Pree RCC structure construction. Vender Management Negocition with vender and prucorment of materials, Quality control, Certified Bills and sub contractor Bills and Labour Management and, finishing works etc, complete.

⇒ Contracts Management

- To prepare accurate tenders and proposals in order to ensure that they are competitive, thorough and in line with company policy and objectives
- Updating the estimation database in order to ensure that information on pricing and supplies, subcontractors are adequately managed and available for future tenders.
- Preparing necessary authority to submit an offer form and reports in a timely manner submission to the Managing Director for approval in order to ensure that client profile, financing, competition, potential risk, location and banding requirement.
- Identify the risk and opportunity in the proposal pricing inorder to mitigate inherent risk at tender submission stage.
- Adopt a team approach; work with others in pursuing common goals.

⇒ Project Planning & Management

- Managing overall operations for executing projects related to construction of various buildings within cost & time parameters.
- Monitoring projects with respect to budgeted cost, demand forecasts, time over-runs to ensure timely execution of projects.
- Managing the tendering from floating of bids & tenders to award of contracts and coordination with Contractors with regard to Techno-Commercial negotiations
- Conducting meetings with client & consultant on contractual matters regarding progress of works, claim situations and other construction issues
- Draft at establishing and maintaining project documentation including correspondence, technical and progress reports and contract / claim document.

Site & Construction Management

- Anchoring on-site construction activities to ensure completion of project within the time & cost parameters and effective resource utilization to maximize the output.
- Review of engineering drawings, technical specifications, cost estimates for change orders, review & analyze contractor's change order proposals & submittals.
- Inspecting field sites to observe and evaluate condition and operability of facilities and structures, and to collect field survey data and measurements.
- Developing long-term relationship with suppliers; managing day-to-day supplier performance to ensure meeting of service, cost, delivery and quality norms.

ORGANISATIONAL EXPERIENCE

**Since April- 2023, working as a G M – RUDHRA CONSTRUCTION Pvt Ltd.
HYDERABAD.**

Key Deliverables

- Assisted to Manager-Planning for Client billing and Sub Contract billing activities
- Preparing documents & resolving the quality related issues during snagging & desnaging process.
- Implementing safety measure & ensuring all tasks are being carried in accordance with the safety practice at site.
- Implem Attend progress meeting along with architect and clint, contractor shedluling their day-to-day activites.
- Communicating with the contractors & management for executing the project within the set time frame Imparting training to them & guiding them efficiently to achieve enhanced productivity.

**# Execute the duties of G M in RUDHRA CONSTRUCTION – Pvt Ltd.
HYDERABAD.**

Construction of Hi rise Appartment and Group Housing Project and Luxury Villa
Multiple Projects in Pragathi Nagar Hyderabad.

**# Execute the duties of Sr, Project Manager in – MITSUMI HOUSING Pvt Ltd.
AHMEDABAD GUJARAT. (2020 to 2022)**

Project Location AGARTALA. Client – (MOUHA) Central Government Project.

Co - Ordination with Government Bodys (Architect and PMC - IIT Madras
Monthly Reports to Local Government intraction directly CM Tripura state.

Construction of Housing Project under MOHUA Central Government Project.
15 Acre Light House Project, PEB structure 7- Block, Each Block 7 Floors
And Club House, Etc, And Complete. **Value - 120 Cr.**

Execute the duties of Project Manager in – Indus Project Pvt Ltd. May (2016 to 2019)

Construction of Pharma Industrial project at Visakhapanam. Porus Labs,
Synnat Pharma, Larus Labs, Solara life science.

Execute the duties of Project Manager in – M/s Poulomi Infra Project
Hyderabad (2013 to 2015)

Construction of 100 Bed Government Hospital and Government Medical collage,
Project. Sidpet Hyderabad.

Execute the duties of Project Engineer in – M/s All an sari co L L C Gulf of Oman. (2007& 2012)

Government Finance Building 16 Floor Commercial Project, Each floor 6,800 Sqm.
Value – 65 Cr INR, Defence Hospital Projects. And Government Hospital renovation
Projects.

deputed as a site engineer and promoted to Project Engineer in
M/S Crafts India Coimbatore. (1999 – 2006)

Construction of Industrial Projects LMW group of companys PEB and RCC Structure
Coimbatore.

Key Deliverables

- Analyzing the requirements & executing the Structural and Architectural works.
- Coordination with management and contractors in timely execution of the projects.
- Making frequent visits & supervising the Sites.
- Administering & monitoring the concrete works carried out at site including labour arrangement.

EDUCATIONAL QUALIFICATIONS

- BE. Civil : **Madurai Kamarajar University - Tamil Nadu 1998–1999**
- Secondary Education: **Sarvajana High school Coimbatore.**

PERSONAL DETAILS

- Date of Birth : 28/04/1976
- Marital Status : Married
- Permanent Address : # : 4th Street,
Gandhi Nagar
Visakhapatnam 531001
Mobile: 9390368766
- Language Known as : **English, Hindi, Telugu, Tamil, Kannada. Malayalam.**

R. SRINIVASAN
+91 - 9390368766

181822

Photograph

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	R. Srinivasan
Date of application	21-06-23
Application through	☐ Advertisement ☒ Referred by: Mr. K.S. Sivasadas

Personal Details:

Full Name	R. Srinivasan		
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Fathers Name	Ramasamy		
Address for Correspondence	1-2-1 4 th street Grandhi nagar Anakapalli Visakhapatnam		
Phone & Mobile	93903 68766		
Permanent Address	1-2-1 4 th street Grandhi nagar Anakapalli Visakhapatnam		
Aadhar number	3331 9187 6090	Category	SC / ST / BC / Open

Education:

Post Graduation	B E Civil		
Name of college	madurai kamaraj university		
Location	madurai	Percentage marks	79.9%
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	1999	Medium of Instruction	English /Telugu/ Hindi

Degree/ Diploma	BE CIVIL		
Name of college	madurai Kamarajay University		
Location	madurai	Percentage marks	79.9%
Course type	☒ Regular course ☐ Correspondence Course		
Year of completion	1999	Medium of Instruction	English /Telugu/ Hindi

Name of Inter/ Jr. College	Sasuvayana Higher Secondary school		
Location	Coimbatore	Percentage marks	85%
Year of completion	1994	Medium of Instruction	English / Telugu/ Hindi

Name of school	Sasuvayana Higher Secondary school		
Location	Coimbatore	Percentage marks	82%
Year of completion	1992	Medium of Instruction	English /Telugu/ Hindi

Employ.
Ta. Kumar A Varma
negotiable salary + incentive!

Description of other courses or diploma	

Computer Skills:

MS Office	☒ Good	☐ Average	☐ Poor
MS Word	☒ Good	☐ Average	☐ Poor
MS Excel	☒ Good	☐ Average	☐ Poor
Auto CAD	☒ Good	☐ Average	☐ Poor ☐ N.A.
Email	☒ Good	☐ Average	☐ Poor
Other			

Two Wheeler / Car:

Make	Activa	Year	2014
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Family Details:	Name	Age	Occupation/ Study	Company/ Education institution
Father	Ramasamy	late		
Mother	Veeramul	late		
Wife / Husband	Satyakumari	42		
Brother / Sister				
Brother / Sister				
Brother / Sister				
Son / daughter	Prinith	14		
Son / daughter	Abhithi	11		
Son / daughter				

Salary Details:

(Copy of 1 yr bank statement of salary account will have to produce at the time of employment)

Last Drawn Salary	120000		
Does the above salary include:	ES: ☒ Yes ☐ No	PF: ☒ Yes ☐ No	
	Conveyance: ☒ Yes ☐ No	Mobile Allowance: ☐ Yes ☒ No	
Expected Salary	120000		

Surety:

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				☐ Yes ☐ No
Surety 1:	Name		Company	
	Designation		Your Relation	
Surety 2:	Name		Company	
	Designation		Your Relation	

Commitment

Can you commit to work for a minimum of 2 years?	☒ Yes ☐ No
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Experience & Employment Details:

Years of experience in relevant field		23 yrs	
Name of Company		Mitsumi Housing Pvt Ltd. Randix construction Pvt Ltd	
Duration of employment		4 years	From date: 3/2/2019 To date: 28/3/2023
Location		Agartala	
Designation		Sr Project manager	
Last drawn salary		105000	
Number of employees in the company / branch?		325	Number of employees in your dept. or division? 60
Brief description of work handled by you.		Light House Project 7 Block PEB structure.	
Reason for leaving		Projected Completed.	

Remarks: (For office use only – Do not write in this box)

Name of Company		INDUS Projects Pvt Ltd	
Duration of employment		4 years	From date: 12/03/2016 To date: 5/10/2019
Location		Visalchepatnam	
Designation		Project manager	
Last drawn salary		85000	
Number of employees in the company / branch?			Number of employees in your dept. or division? 35
Brief description of work handled by you.		Pharma Project, Execution co ordinate with client & PMC	
Reason for leaving		I got better and good company	

Remarks: (For office use only – Do not write in this box)

Name of Company	Powlomi Eng'g Project Pvt Ltd.				
Duration of employment	3 years	From date:	03/01/13	To date:	07/11/2015
Location	Hyderabad				
Designation	Project manager				
Last drawn salary	60000				
Number of employees in the company / branch?	150	Number of employees in your dept. or division?	25		
Brief description of work handled by you.	Project Execution coordinate with Government bodies, Architects Sub Contractor, Billing				
Reason for leaving	Project Completed.				

Remarks: (For office use only – Do not write in this box)

Name of Company	All Anzasi LLC				
Duration of employment	7 years	From date:	10./5/2012	To date:	26/7/2012
Location	Gulf of Oman				
Designation	Project Engineer.				
Last drawn salary	75000				
Number of employees in the company / branch?		Number of employees in your dept. or division?	125		
Brief description of work handled by you.	Site Execution coordinate with PM				
Reason for leaving	Visa completed.				

Remarks: (For office use only – Do not write in this box)

Ask for additional sheets if required.

Date: 27/06/2023

To
Mr. Soham Modi (MD)

AMTZ

Mod Polis Square Pvt Ltd

Building No: 4554 AMS

Sub: Confirmation of handling Project

Dear Sir,

As discussed with HR (AGM)
Mr. Jayakumar my self Accept the
Proposal of salary and Incentive.

I hereby confirm the Project
which you allotted 4554 AMS, I can
handle the given Project, as per
Schedule given by management.

I sincerely thanks to management
for providing me opportunity and I will
Joining 3-07-2023, by the time
I will coordinate with my Junior Engineers
by Phone. with immediate effect.

Thanking You
R. Srinivasan

(Signature)