

Anand Saini

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OBJECTIVE

A highly competent and dynamic Project Management Professional with an enriching experience of over 4+ years, managing diverse functions like Project Engineering, Risk Management, Planning, Procurement, Budgeting, Technical Support and Site coordination in various sectors like Railways, Buildings and Irrigation.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION // INFRASTRUCTURE MANAGEMENT

March 2021, UNIVERSITY OF PETROLEUM AND ENERGY STUDIES, DEHRADUN with 7.81 CGPA on 10 point scale.

BACHELOR OF TECHNOLOGY// CIVIL ENGINEERING

May 2017, AMITY UNIVERSITY HARYANA with 7.17 CGPA on 10 point scale.

INTERMEDIATE // PCM

March 2013, CBSE with 76%

MATRICULATION

March 2011, CBSE with 9.8 CGPA

EXPERIENCE& PROJECT UNDERTAKEN

- **HIGH SPEED RAIL CORPORATION INFRA SERVICES LTD: -** **Rail Vikas Nigam Ltd Headquarters, New Delhi**
(Nov,2021 – Present)

Designation: - Civil Engineering Expert-II

- Preparing the drafts of weekly, monthly, quarterly progress reports of various doubling and new line projects of RVNL.
- Keep track of critical aspects of the project planning, design, execution, commissioning.
- Analysing the vast data captured by railways every day for trends etc. and to draw management report.
- Prepared charts diagrams, graphs and presentations to illustrate issues for ED, Projects, RVNL.
- Measurement of the physical progress of the Projects by tracking the status of the deliverables and comparing it with the baseline schedule with Primavera P6 & MS Projects.
- Supporting Senior management in various contractual and administrative matter.
- Supporting senior officials in delay analysis and dispute resolution through amicable settlement, arbitration etc.
- Prepare, Update and Monitor the project schedule of different railway projects of RVNL.
- Any other task/responsibility assigned by the management time to time.

- **LEA ASSOCIATES SOUTH ASIA PVT LTD: -** **North Central Railway Headquarters, Prayagraj, U.P**
(Feb,2020 – Oct,2021)

Designation: - Civil Engineering Expert

- Responsible for creating and operating a monitoring system for the entrusted projects on a continual basis, as per the various rules, regulations and codes of the Indian Railways.
- Prepared charts diagrams, graphs and presentations to illustrate issues for General Manager, NCR.
- Conduct regular meetings with all the CPM's under Executive Director, RVNL to track the progress of the projects and

reporting timely feedback to the project team.

- Preparation of accurate, timely, and complete report to the Executive Director/ Projects of RVNL. Implemented the idea of tracking the projects of NC Railway on weekly and monthly basis with Microsoft Projects.
- Independently positioned to red-flag key risks in the project.
- Annual budgeting and forecasting processes supporting projects-based requirements
- Identify complex project risks, lead constructability reviews, develop risk mitigation and contingency plans, and implement action plans to reduce or eliminate project risks for North Central Railways.
- Identified, Created and Defined various KPIs (Key Performance Indicators) for Railway projects.
- Collaborate with project developers, regulators (including IR and the embedded agencies), project financiers in data collection, information gathering for the purpose of monitoring.
- Build a well-defined, periodic monitoring framework to take inputs and feedbacks from the field experts and tracking in Trimble TILOS software.

➤ **DHANSMRUTI BUILDCON PVT LTD (Contractual Based Job) :-**

**World Trade Centre , Kharadi, Pune
(Aug,2019 – Jan,2020)**

Designation: - Project Manager, Residential Buildings

- Collect the project estimates from the technical department to adjust the overall Project Budget.
- Handled and Completed Project of Primary Health Centre individually in Maharashtra State.
- Liaisoning with PMC for vetting of GFC Drawing of structures.
- Collaborating with other project managers to develop budget.
- Analysing the drawings of buildings and plan the procurement plan.
- Prepare WBS and DPR, identification and sequencing of activities in residential project.
- Responsible for billing, vendor management and managing various contractors.

➤ **BLUE EARTH ENTERPRISE PVT LTD (Contractual Based Job):-**

**North Central Railway Headquarters, Prayagraj, U.P
(Jan,2019 – Aug,2019)**

Designation: - Assistant Project Manager, Project Management

- Keeping track of projects from start to finish against various pre-defined parameters such as a.) Timelines b.) Compliance c.) Operational Integrity d.) Financial (cost) Management
- Drafting documents in relation to various aspects of the project, such as architectural and/ or financial, from a policy and regulatory standpoint and thus create a result-oriented monitoring system.
- Monitoring the project cost, including that of the BOQs
- Independently positioned to red-flag key risks in the project as exist on an ongoing basis as well as are likely to evolve and manifest during the entire project cycle.

➤ **PUNJ LLOYD LTD.**

**Gosikhurd National Project, Maharashtra
(October, 2017 – Dec,2018)**

Designation:- Assistant Engineer (Structure)

- Planning and execution of work as per design & drawings.
- Supervised project employees, including in-house, external contractors and sub-contractors
- Attended meetings and discussed project details with clients(NBCC & VIDC), contractors and stakeholders.
- Professional experience as a Civil Engineer (Structure) involved in Project Planning, Billing and Construction Supervision of Canals (Lined & Unlined), Major and Minor Bridges, Standing Wave Flume, Aqueduct, RCC Box Culvert, Village Road Bridge, Hume Pipe Culvert, Head Regulators, Slab Culvert, Animal Passages, Cart Track Crossing, Super Passage and Drop Box Culvert.
- Prepared project timelines and made projection adjustments as necessary.
- Ensured that all site operations were carried out in safe productive manner.
- Coordinated construction activities with all relevant parties and ensuring client needs are met timely.
- Reviewing the planning and scheduling of work on the project to ensure that activities are effectively planned, resourced and completed on MSP.

- **IL&FS Engineering and Construction Company,(Intern)**
June 2016–July 2016 (Construction of Tunnels),Himachal Pradesh, India
- **JIRS Projects (Civil Contractors & Engineers),(Intern)**
June 2015- July2015,Heritage Max, Sector-102, Construction of Residential BuildingGurugram, Haryana
- Major project on ‘**Light Weight Concrete with partial replacement of cement by glass fiber and fly ash**’.

CORE COMPETENCIES

- Proficiency in Primavera P6 and Trimble TILOS.
- Proficiency in MS Project.
- Proficiency in Microsoft Office including Word, Excel, Powerpoint & Visio.
- Project Planning & Budgeting
- Risk & Cost Management
- Tracking progress and review of project tasks such that project to be completed in a time frame.
- Knowledge of AutoCAD & Staad.Pro

SKILLS

- Good written, oral and presentation communication and stakeholder engagement skills
- Ability to work individually as well as in group
- Adapt new concepts quickly while working under pressure
- Enthusiastic and self motivated individual who consistently performs in challenging environments.
- Ability to build and maintain excellent client relationships across many different organization levels.

ACHIEVEMENTS & OTHER INFORMATION

- Certificate of Completion of Primavera Training from Protrainy Skilled Learning Pvt Ltd on 12th Jan,2022.
- Certificate of Completion of PMP Certification Training from Henry Harvin Education on 11th Dec,2021.
- Certificate of Completion in RSA Archer 6 Administration on 26th Nov, 2021
- Certificate of participation in IGBC’s Green Building Congress 2021 International Conference & Expo on Green Built Environment on 18th,19th & 20th November 2021 at CII HIVE.
- Qualified Indian Green Building Council- Accredited Professional (IGBC -AP) on 2nd October, 2021.
- Published a research paper entitled ‘**Glass Fibre Reinforced Concrete For Construction – A Review**’ in IJAERD, Volume 04, Issue 08, August- 2017.
- Published a research paper entitled ‘**Partial Replacement Of Cement by Flyash & Glassfibre in Light Weight Fibre Reinforced Concrete**’ in IJERT, Volume 6, Issue 07, July 2017
- Certification of Participation : Emerging trends in biomedicine, biotechnology at the International Conference
- Participated in 12th FICCI Higher Education Summit 2016 ,at Vigyan Bhawan, New Delhi
- Participated in National Seminar on Welding Technology By Indian Institute of Welding.
- Certification of Participation in National Conclave 2016, at Amity University Haryana.

PERSONAL DOSSIER

Permanent Address – H.NO.-2639 Urban Estate, Jind, Haryana, PIN-126102

Date of Birth – 16 September 1995

Languages Known – English, Hindi, Punjabi and Spanish