

Curriculum Vitae'

ROHIT NAIK

roiht.naik.naik@gmail.com



MOB: 09158977501

Career Objective:

Intend to build a career with different industries in hi-tech environment with committed and dedicated people, which will help me to explore my potential being a growing associate.

Total Work Experience- 12 Years...

Key Skills:-

- Interdepartmental Coordination
- Project Administration
- Executive Assistance(EA)
- Resource Management
- MIS Reporting
- Site Administration
- Office Management
- Patty Cash Management
- Vendor Management
- Project Documentation
- Site HR management
- Processes Implementation
- Facility Management
- Timesheet Management
- Calendar management

Learning:-

- Project Coordination, Project Administration, Project Documentation & Document/Drawing Control.
- Workflow management with existing processes & resources.
- MIS reports, Monthly Tracking & Scheduling.
- Processes Implementation without disturbing the existing one.
- Thorough study of an organization work processes and support management to improve the productivity with the help of detail analysis.

Computer-IT Knowledge:

Sr. No	Project Management Software	Version
1	Microsoft Office (Excel, Word, Power Point, Publisher)	2017
2	Outlook	2017
2	Auto CAD	2017
3	Auto Desk-Revit	2017
4	Microsoft -Access	2013 & 2015
5	SAP	2017
6	Microsoft SharePoint	2016

Education/Qualification

Course Name	Institute/university	Year
MBA (Human Resource Management)	Venkateshwara University (Kazian School of Management, Mumbai)	2016
Executive Honors' PGDBA (Architectural Management)	Venkateshwara University (Kazian School of Management, Mumbai)	2014
BBA Project Management	Kazian School Of Management, Mumbai	2012
H.S.C	Madhya Pradesh Board Of Education, Jabalpur	2005
S.S.C	Madhya Pradesh Board Of Education, Jabalpur	2002

Professional Experience:

Company Name	Gera Developments Pvt. Ltd. Pune	
Designation	Manager (Administration)	
Duration	September 2016 to Till Date	
Deliverables	Job Profile	<ul style="list-style-type: none"> • Office Management & Administration. • Institutionalization for policies and processes. • HR & Recruitment Management • Project administration & accounting • Project coordination between management <>execution team <>clients. • Design deliverables planning, scheduling & tracking. • Project accounting for multiple projects.(Includes negotiation, agreements & finalization) • Vendor & consultant management & coordination. • Recourse appointing, planning & management. • MIS reporting, Organize weekly, fortnightly & monthly meetings • Direct reporting to VP, CEO & MD for all type of coordination, administration. • Corporate trips, events, get to gathers organizing. • Vendor management, negotiations and billing.

Company Name		Panchshil Realty (A2Z Online Services Pvt. Ltd.),Pune				
Designation		Project Coordinator (Sr. Officer)				
Duration		May 2012 to September 2016				
Deliverables	Between HOD's of Department	<ul style="list-style-type: none"> Facilitate communication between various Panchshil Departments and External agencies from project conception stage to project handover stage. Facilitating finalization of due-dates of information-deliveries between Panchshil and external agencies. Defining Approval-loops for finalization of various categories of drawings and corresponding time-frames. Tracking of due-dates of information-deliveries as per communication. Resolving issues between Panchshil and external agencies that may cause delay in due-dates. Establishing further detailed scope of work in line with description in agreement \ contract and ensuring compliance Establishing standards of communication and data-record (Hardcopy and softcopy) to manage large scale projects effectively 				
	To HOD of Project Coordination	<ul style="list-style-type: none"> Manage the Inward & Outward drawing processes by manually and with the help of Microsoft ACCESS 2007'. Working in coordination with Head of Coordination and Services coordinator Establishing Due-dates of architectural information delivery based on project-schedule. Establishing Due-dates of Non-services related disciplines (e.g Structural, Landscape, etc) based on Approval-loops and feedback from Services Coordinator Communicating and recording project data as per established standards e.g RFI and Drawing-issue records Sending RFI to applicable consultants as per established due-dates Resolving instances of pending RFI's between agencies Reporting undue-delay cases to H.O.D for intervention in matter Reporting "deadlock" cases to H.O.D for intervention in matter Centralized Data base on CMS server. As per project site wise and create the workflow system for effective & errorless drawing distribution processes. Introduce the unique number system (As per ISO Standards) for drawings/documents & Filing processes. Single point of contact for Drawing Controlling for soft copy and hard copy both. Maintenance of Inward/Outward documents: Sub-Contractors/Vendors, Internal/Official & Client Based. 				
Projects	Type	Commercial/Retail	IT & Corporate Park	Built to Suit	Hospitality	Residential
	BUA	783000 Sqft.	36,00,000 Sqft.	10,00,000 Sqft	Nos.198 Keys	61,48,000 Sqft.
	Name	<ul style="list-style-type: none"> The Pavilion The Podium High-street 	<ul style="list-style-type: none"> Business Bay EON Free Zone World Trade Center EON IT Park- Phase-2 	Cummins India Campus	Ritz Carlton, Pune	<ul style="list-style-type: none"> Panchshil Towers YOO, Pune The Address CASA 9' YOO Villa

Company	Kolte- Patil I-VEN Township Pvt. Ltd. Pune
Designation	Asst. Project Coordinator
Duration	December 2011 to May 2012
Deliverables	<ul style="list-style-type: none"> • Responsible for overall coordination of controlled documentation within the company. • Performs the Document Control function within the validated Master Control system. • Coordinates and chairs Change Control Board meetings. • Orders external standards and maintains tracking system. • Assist in supporting external audits, coordinating activities in backroom and ensuring timely response to documentation requests for auditors. • Supports user requests for documentation and trains users in Master Control • Supports change management of labeling and ensures accurate completion of Labeling Verification form. • Performs self-audits of satellite DMR locations and ensures that the current revision is available in a timely manner. • Administers training system in Master Control, setting up users and exams as required. • Maintains quality records per applicable SOPs • Investigates and responds to corrective actions related to Document Control, Training and External Standards • Responsible for coordinating document change orders (DCO), facilitates review, approval, and retention of Risk Management documents • Implemented document management system at Life Republic site for Kolte Patil Developers Ltd. • Formation of Very Strong Database management system for Transmittals/Submittals. • Centralized Data base on NAS server. As per department wise and for township level database tracking. • DOCUMENT & DRAWING CODING: Enabled coded document & drawing database management system • Created centralized access controlled databases for mechanical, electrical and civil departments • Secured databases with a Local replica in absence of MSP: Created Local replica at Pune Head Office • Single point of contact for Drawing Controlling for soft copy and hard copy both. <p>Maintenance of Inward/Outward documents: Sub-Contractors/Vendors, Internal/Official & Client Based</p>
Project	Life Republic , Hinjewadi , Pune
Summery	A 286 Acer Integrated Town Ship which content, Row House, High-rise, Individual Bungalow, Commercial Building, School and A Community Building.

Company	Shimizu Corporation (India) Limited, Japan Based MNC
Designation	Asst. Project Site- Coordination & Documentation (On Contract)
Duration	April 2011 to December 2011
Deliverables	<ul style="list-style-type: none"> • Implemented document management system at NIPRO site for Shimizu Corporation • DOCUMENT CODING: Enabled coded document database management system • Created centralized access controlled databases for mechanical, electrical and civil departments • Negotiation and contracts management with suppliers/vendors for NIPRO site material • Tracked all LPO/LOA for NIPRO site since inception and created a separate PO management system • Secured databases with a Local replica in absence of MIS: Created Local replica at Pune Project Office • Single point of contact with Powerica for purchasing DG sets • Maintenance of Inward/Outward documents: Sub-Contractors/Vendors, Internal/Official & Client Based • Enhancement of DMS at Shimizu Corporation at par with ISO standards/recommendations
Project Detail	NIPRO Pharmaceutical equipment manufacturing unit in 160 Acer at Shirval MIDC, Satara.

Company	<u>Rhythm Developers Pvt. Limited, Mumbai</u>
Designation	Executive Assistant to MD & Project Liasoning Officer
Duration	<u>September 2010 to March 2011</u>
Deliverables	<ul style="list-style-type: none"> • Taking care of purchase document and there record • Manage the venders as per the requirement of situations. • Interact with the welkin customer & solve their quires about the project. • Schedule interview for the site project staff, and manage the screening short listing and finalizing processes. • Assisting to (MD) Managing Director for over all supporting in official work, travel arrangements, minutes of meeting, appointment management, govt. official coordination & Correspondence.

Company	<u>Soni Associates, Bhopal</u>
Designation	Architecture Assistant & Auto CAD Operator
Duration	<u>November 2005 to August 2010</u>
Deliverables	<ul style="list-style-type: none"> • Drafting civil drawings, concept drawings, plan, elevation, sections, hand sketch to Auto CAD. • Site visits with Lead Architect on regular basis. • Coordination and liasoning with government departments and local authorities. • Complete Administration & Secretarial support to Lead Architect. As Executive Assistance. • Keeping records of different types of statements, projections maps and all types of estimates. • Attend the walk-in customers/client's queries about the Projects and resolve their requirements.

Areas of Interests/Hobbies:

- I like to wright blog, travel, driving
- Always ready to learn, new learnings....

Strengths: -

- Always ready to change with change, to make myself unchanged.

Personal Details:

Name:	Rohit Naik
Father's Name:	Late. Mr. Mohan Naik
Passport No:	G8-771171
Nationality:	Indian
Religion:	Hindu
Marital status:	Married
Languages Known:	English, Hindi & Marathi
Address:	Flat no.204, Sheetal Plaza Katraj-Kondwa Road PUNE-411046

I hereby declare that the above information is true and correct to the best of my knowledge.

THANK YOU

Date: / Place:

[Rohit Naik]