

# Naveen Kumar

## PLANNING - MANAGER

+91-9871269252

shnaveen94@gmail.com

B7/103, Panchsheel Greens 2,  
Greater Noida West, Uttar  
Pradesh, India-201309

### ABOUT ME

Experienced project management planning with a demonstrated history of working in Project planning & monitoring, Cost Management, Project controls, Project estimation scheduling, and construction with 7 years of experience. Strong engineering professional.

### LANGUAGES

English

Hindi

### PERSONAL DETAILS

Date of Birth

30<sup>th</sup> July 1994

Nationality

Indian

Marital Status

Married

### WORK EXPERIENCE

#### Planning Manager

##### Krishna Buildestates Pvt Ltd / New Delhi / Aug 2021 – Present

Currently posted in HO of KBE and Handling various projects of residential and commercials.

**Project 1:** Smart World ONE DXP, Sector 113 Gurugram, 8 towers 2B+G+28, Cost 192cr. PMC: Cushman & Wakefield

**Project 2:** Godrej Nurture, Sector 150 Noida, 3 towers 1B+G+17, cost 33cr.

**Project 3:** Triune IT Park, Sector 132 Noida, 2B+G+19+DOME, Cost 146cr. FROM Sept 2021 to Jan 2023. PMC : CBRE

#### Job Responsibilities:

- Development of planning and scheduling procedure, work breakdown structure and MIS reports aligning with project management plan, and client requirement.
- Develop master baseline schedule, monitor, update and furnishing progress reports on weekly and monthly basis. Preparation of project cashflow.
- Identifying potential risks and suggesting mitigation plan, maintaining of risk register for the project.
- Preparation of project budget and identification of packages.
- Monitoring of critical path, milestones, performance.
- Performing change management activities as per contractual requirement. Providing project control inputs to contracts & project management.
- Accountable for reporting project statistics in terms of cost & time and presenting in review meetings.
- Preparation and checking of various MIS report.
- Making the monthly and weekly reports
- Resolving the day-to-day work-related issues within the timeframe.
- Development of planning and scheduling procedure, work breakdown structure and MIS reports aligning with project management plan, and client requirement.
- Accountable for end-to-end project completion and a single point of contact to all the involved stakeholders.

#### Planning Engineer

##### Capacite Infra Projects Ltd/Noida/Apr 2016 to Jul 2021

**Project 1 :** Candor Tech Space, Sec 135 Noida, Commercials IT offices 2B+G+13, 3 Towers & External Development, COST 145cr. PMC : Synergy

**Project 2 :** Candor Tech Space, Sec 135 Noida, Commercials IT offices B+G+16 & B+G+10MLCP, COST 183cr. PMC : Cushman & Wakefield

#### Job Responsibilities:

- Develop project budget, bill of quantities and resource loaded master baseline schedule.
- Monitoring project progress and participating in weekly and monthly review sessions and involved in identifying risks and mitigation strategies.
- Identifying potential risks and suggesting mitigation plan, maintaining of risk register for the project.
- Strong communication with all the stakeholders to keep updates on the project. Cost management.
- Performing tender events for procurement of vendors for identified packages including prequalification, tender floating, negotiation to final recommendation.
- Performing change management activities as per contractual requirement. Providing project control inputs to contracts & project management.
- Accountable for reporting project statistics in terms of cost & time and presenting in review meetings.
- Preparation and checking of various MIS report.
- Making the monthly and weekly reports.
- Initiating the process to award the work to labour contractors/small contractors.

## EDUCATION

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### **Bachelor of Technology**

SRM University/2015  
Civil Engineering

### **Post Graduate Diploma in Management (Pursuing)**

Symbiosis Centre for distance learning  
Project Management

### **Certificate Program (Pursuing)**

IIM – Rohtak  
Advance Project Management

## SKILLS

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Microsoft Project



Budgeting



Communications



Planning and Scheduling



Risk Management



Project Controls



Project Management



Auto Cad



## ACHIEVEMENTS

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1. Successfully planned and managed the construction of "Triune IT Park" commercial building project, meeting all deadlines and delivering the project within the budget.
2. Project management course from Udemy.
3. Successfully planned the management the schedule and budget of "Candor techspace" project 2.
4. Streamlined project schedules, minimizing delays and ensuring timely completion by reviewing the progress on weekly basis and suggesting mitigations to cater the delays when occurred.