



P J Anto William



Role

Represents the client's interest. Develops strategy for delivery of the projects from concept to completion stage. Ensures effective communication between clients, vendors and project team members.

Responsibilities

- To provide support, advice and assistance to people and / or departments across the organisation managing their own projects
- To develop and maintain the project management methodology including document templates, identifying project phases, reporting and planning information for successful project delivery
- To ensure that there is a good sign off for implemented projects and that they are handed over to the clients on completion
- To be responsible for implementing and maintaining a document storage system that will contain all documentation for all projects and which can be easily accessed
- To research and remain up to date on developments in project management technologies
- To comply with the data protection regulations, ensuring that information on clients remains confidential
- Responsible for preparing reports for monthly client meetings
- To plan the frequency of Safety and Quality audits required for the projects by the central quality and safety teams
- Present Taking care of A Site software and all Document related to Project

Qualifications

(B'Com)

Key Attributes

Over 16 years' experience in construction dealing with major corporate clients managed all aspects of construction and developments

Excellent communication

Expertise

Project Management
Contract Management
Residential
Commercial

Experience

From 2003 to present, as a Site Secretary - Projects in Synergy Property development Services Pvt Ltd, Embassy Bangalore.