

Name SHASHIDHAR



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 project management resource to directly manage the given project, delivering within the agreed scope and timescale
- To be responsible for the recruitment, supervision, appraisal, induction, development and performance management
- To provide support, advice and assistance to people and / or departments across the organisation managing their own projects
- To have a good understanding of organisation-wide issues and be able to suggest solutions for resolution
- To be responsible for defining project budgets and ensuring that they are well managed for the accountable budget holder
- 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 the delivery of projects aims and objectives as outlines in the relevant specifications for assigned projects
- 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
- To undertake any other tasks, duties or projects which may arise from time to time which are commensurate with the general level of this post and as directed by the designated line manager
- Responsible for chairing monthly client meetings
- To vet development strategies and ensure compliance by project teams
- To plan the frequency of Safety and Quality audits required for the projects by the central quality and safety teams

Qualifications

BE Civil Engineering

Key Attributes

Over 1 years' experience in construction dealing with major corporate clients managed all aspects of construction and developments

Excellent communication and coordination skills. Thorough planning and tracking of activities to ensure smooth flow of activities. Vendor negotiation.

Expertise

Project Management

Residential

Experience

From 2018 Nov to present, as a GET - Projects in Synergy Property development Services Pvt Ltd, - Bangalore