

## COORDINATOR - PROJECT MANAGEMENT

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**Sourav Bera**



### Role

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

### Responsibilities

### Qualifications

PGP-ACM-NICMAR (Pune)  
BE Civil Engineering

### Key Attributes

Over 3.11 years' experience in construction projects with major corporate clients, developers while managing 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  
Construction Management  
Project Control & Monitoring  
Contract Management  
Delay & Claim Analysis  
Residential  
Commercial  
Villa

- To be responsible for the project monitoring & maintaining seamless coordination with project members - clients, consultants, contractors, and statutory agencies with consummate ease.
- To be responsible for the preparation & review of preliminary project budgets, cost plan, project schedules, BOQ & Drawings.
- To be responsible for the review, negotiate, and recommend for approval/disapproval on design change orders.
- To be responsible for the coordination & control of design submittals for owner's review & approval.
- To administer design subcontract including processing monthly invoice payments.
- To perform constructive reviews conforming design to prime contract requirements and proposal commitments.
- To be responsible for the implementation of project performance improvement strategies, Project Management Information System (MIS), DSR, WPR & MDR.
- To be responsible for the coordination of design review meetings, progress review meetings, prepare & circulate MOM & presentation, follow up on activities to ensure schedules are met.
- To be responsible for conducting technical due diligence, techno-commercial monitoring on costing, budgeting, and planning.
- 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 be responsible for the delivery of projects aims and objectives as outlined in the relevant specifications for assigned projects
- To research and remain up to date on developments in project management technologies.

### Experience

From 2021'Jan to present, as a Design Coordinator Project Management - in Colliers, for Boruka Tech Park-Phase-II, Bangalore.

From 2018 to 2020 as a Senior Engineer-Project Coordination (Design & Planning) in Kalpataru Ltd, for Elitus, Eligante, Avana & Amoda Reserve, Mumbai.

From 2017 to 2018, as a Project Coordinator (Design & Planning) with J. Kumar Infraprojetcs Ltd. - for MML3, Mumbai.

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