

Sumesh Sivasankar

Senior Project Manager [Interiors] stholur@gmail.com I +91 800 870 0484 https://www.linkedin.com/in/sumeshsivasankar/

Driving License: UAE I India

Sub: Application for the post of Senior Project Manager [Interiors].

Sir/Ma'am,

My name is Sumesh Sivasankar, an Interior Contracting professional having experience in project execution and co-ordination services on project to project basis. I have total experience of 23 years out of which 13 years in interior contracting domain including Dubai, UAE experience. Was working as Freelance Senior Project Manager for a Mumbai based interior design and contracting firm based in Hyderabad.

The knowledge and experience that I gained these years will helps me to do the work to its fulfilment and deliver exceptional results. If given a chance, I will surely work towards building my expertise, which would prove beneficial for me as well as your organization.

I am looking for a long-term opportunity with your esteemed organization. Enclosed my resume along with this covering letter to support my candidature with your esteemed organization and for your kind reference and records.

Thanking you and looking forward to hear from you.

Sincerely,

Sumesh Sivasankar



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Summary

A competent professional with a **total work experience over 23 years**. **13 years in Project Management [Interiors]**. Exploited skills, potentials and caliber in gaining knowledge and experience not limited to **project execution** function but extended to **co-ordination**, **procurement**, **quantity survey and estimation** and **marketing** activities. Responsible for implementing an appropriate and effective Project Management framework for fitout projects.

Skills

Project Planning Project Monitoring Project Communication Material Planning Material Knowledge **Material Procurement Quality Check** Vendor Management Vendor Negotiation Vendor Evaluation Stakeholder Engagement Stakeholder Mapping **Quantity Survey Project Coordination** Estimation **Creative Thinking Conflict Management Business Relationship**

Achievements

Timely completion of projects without changing the scope and schedule during pandemic situation.

Reduce re-working of activity and ensure quality meets during the project execution.

Handled wastage of materials and re-used the excess in future projects.

Efficiently engagement with all stakeholders and mapping them based on their interest and influence on the project. Handled social media accounts [Instagram & LinkedIn] and online marketing for Interiors R Us LLC.

Publication

Key Aspects of Facade Material Selection.

Publication Date: Aug 18, 2017

Publication Description: Window & Facade Magazine

https://issuu.com/wfm-india/docs/window facade magazine 3rd annive

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Admin: LinkedIn Group

Waterfall Vs Lean Construction Methodologies

Work Experience

Freelance - Senior Project Manager [Interiors]

July 2020 onwards

Direct and manage project development from beginning to end.

Develop full- scale project plans and associated communications documents.

Effectively communicate project expectations to team members.

Estimate the resources and participants needed to achieve project goals.

Delegate tasks and responsibilities to appropriate personnel.

Identify and resolve issues and conflicts within the project team as well as on site.

Identify and manage project dependencies and critical path.

Track project milestones and deliverables.

Develop and deliver progress reports, proposals, requirements documentation.

Proactively manage changes in project scope, identify potential crises, and work out contingency plans.

Coach, mentor, motivate and supervise project team members.

Build, develop, and grow any business relationships vital to the success of the project.

Develop best practices and tools for project execution and management.

Negotiations with clients, vendors and subcontractors.

Certify vendors and subcontractors payment bills.

Bills certification timely payments to be made to vendors.

Accurate documentation reports.

Project Manager [Interiors] Interiors R Us LLC, Dubai October 2015 – June 2020

Works closely with all the Stakeholders on project deliverables.

Expedite all shop drawings and approvals.

Review shop drawings

Capable to handle full set of drawings for construction.

Prepare and issue minutes of all site meetings

Initiate kick-off meeting with sub-contractors and building management at site.

Participates in client meetings and presentations as needed.

Full project co-ordination and to monitor the progress of project on-site

Communicating and coordinating with all stake holders.

Coordination with consultants and contractors related to daily business operations.

Monitor site safety and requirements of Occupational Health & Safety are enforced.

Co-ordinate with Site Engineers and Sub-Contractors and supervise site activities.

Checking invoices from Sub Contractors based on work at site.

Coordination with design and estimation team.

Effectively communicate project expectations to team members.

Track project milestones and deliverables.

Delegate tasks and responsibilities to personnel concerned.

Sub Contractor's bills verification and payments recommended to accounts.

Accurate documentation and reports.

Communicating and coordinating with all stake holders.

Recording minutes of meeting.

Track Project Milestones and deliverables.

Plan and deliver project as per time line.

Identify and manage project dependencies and critical path.

Checking invoices from sub-contractors based on work at site.

Co-ordinating between the furniture suppliers and proper installation of workstations and chairs.

Works closely with the General Manager on project deliverables.

Lead generation through direct mailing, emails and phone follow-ups

To maintain, build and update mailing databases

Marketing + Project Manager [Interiors] Vivai FitOut, India January 2008 – September 2015

Manager [Credit Control] CSL [P] Limited, India January 2005 – December 2007

Asst. Manager [Credit Control] DTDC Express Limited, India January 1998 – December 2004

Education & Certification

35 Hours PMP Training [PDU's] Blue Ocean Academy, Dubai

Post Graduate Diploma in Interior Designing Designer Institute of Interior Design, India

Bachelor of Commerce Mahatma Gandhi University, India

Languages

English, Hindi, Malayalam, Tamil.

Personal Info

Date of Birth: 14/07/1975 Marital Status: Married

Present Residence: Hyderabad, Telangana State

Permanent Residence: Kochi, Kerala