

ROLL NUMBER: P25700448


Hemachandran C R
Male

DOB

17-Nov-2000

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- Revit

PERMANENT ADDRESS

25/1, N.I.A. POST OFFICE, _x000D_
 BALEWADI, PUNE "â€"
 411045, _x000D_ MAHARASHTRA,
 INDIA
 City: Pune
 State: Maharashtra
 Pincode: 411045

LANGUAGE

- ENGLISH
- TELUGU
- HINDI
- TAMIL

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	9.33	2027
Graduation <i>Civil Engineering</i>	COLLEGE OF ENGINEERING GUINDY, CHENNAI	90	2024-Aug
Intermediate <i>Science (PCMB)</i>	STATE BOARD OF SCHOOL EXAMINATIONS, TAMILNADU	88.5	2018-May
High School	CENTRAL BOARD OF SECONDARY EDUCATION, DELHI	77.9	2016-May

WORK EXPERIENCE (1 Year 0 Months)
Total Environment Building System Private Limited

29-Jun-2024 - 30-Jun-2025

1 Years, 0 Months, 1 Days
PROFILE: Senior Executive as a Project Operation Coordinator

- Led completion of clubhouse reception, gym, toilet blocks and indoor games areas through **activity wise progress monitoring task closure tracking and milestone based handovers, receiving appreciation from the Project Director.**
- Coordinated **cross functional stakeholders - Civil Interiors and MEP** to execute works in line with **approved project schedules, planned timelines and monitoring requirements.**
- Prepared and monitored **progress trackers, punch lists, action plans and planned vs actual status**, supporting **project monitoring reviews and early risk identification.**
- Facilitated structured coordination with **contractors, site engineers, vendors and project managers** to **review progress, resolve constraints, raise early warnings and ensure schedule adherence.**
- Maintained **handover documentation, daily progress reports and milestone tracking**, supporting **management decision making and timeline alignment.**

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 12 Weeks)
EVERSENDI CONSTRUCTIONS PRIVATE LIMITED

01-Jul-2023 - 31-Jul-2023

4 Weeks
PROFILE: Intern

- Assisted site engineers in supervising **daily construction activities**, ensuring workmanship aligned with **drawings, schedules, and safety protocols.**
- Monitored and recorded progress across **structural and finishing works**, helping track execution status **against planned timelines.**
- Supported senior engineers in compiling **daily progress updates** by providing on-site observations on **completed works, material status, and issues requiring follow-up.**
- Observed coordination between subcontractors and project teams, gaining exposure to execution **planning, manpower allocation, and on-site decision-making.**

DELOITTE TOUCHE TOHMATSU INDIA LLP

04-May-2026 - 03-Jul-2026

8 Weeks
PROFILE: Intern - Project Monitoring

- **Reviewed** the approved **MEP and C&I Technical Data Sheets (TDS)** against site-executed materials to verify **specification compliance.**
- **Prepared photographic verification reports** documenting quality conformance of installed materials.
- **Assisted** my team in the development of **Weekly Progress Reports.**

- **Gained exposure** to the **contractor bill verification process**, understanding PO vs. Invoice cross-checking within **financial control procedures**.
- **Monitored** progress of **Landlord Restroom works** on an alternate-day basis and **prepared** structured **status reports** for the project team.
- **Developed** a **standardized library** of Business Development PowerPoint decks to improve **consistency** in future proposals.
- **Built** a structured **OBS role database** spanning **PMC, PMO and Internal Audit** service lines, mapping role requirements by seniority level and defining role summaries, key skills and relevant experience based on business proposals and job descriptions.
- **Accompanied** the reporting manager on **site visits**, gaining first-hand understanding of the **execution sequence** involved in interior fit-out works.
- **Strengthened** professional communication, **attention to detail** and time management.

CERTIFICATION DETAIL

- AutoCAD, Revit
- Project Management Training using MS Project

ACHIEVEMENT DETAIL

- Awarded a **Merit Scholarship** for **outstanding academic performance**, securing a **CGPA of 9.33** in the **first two semesters**.
- Received **Endowment Award** for securing the **first rank** in **U.G/B.E** for the first four semesters.
- **Silver Medalist | District-Level Yoga Competition**
Performed in local yoga competitions, securing Gold and Silver medals through strong performance and discipline. Based on consistent results, was promoted by my master to represent the academy at the district level, where I won a Silver Medal, demonstrating skill, progress, and dedication to yoga practice.
- **UG Cricket Team Captain | Inter-College Champion**
Led the Undergraduate Cricket Team to **three Inter-College Championship titles** and earned the **Best Bowler award** in a tournament for outstanding performance.