

ROLL NUMBER: P25700641**Alok Kumar**

Male

DOB

31-May-2000

TECHNICAL SKILLS

- MS Office
- MS Project
- Presentation Skill
- Excellent Communication
- Ability to work under pressure
- Willingness to travel for project requirements

PERMANENT ADDRESS

Hanuman Colony, Near Primary
School, Ramnagar Road, Kashipur
City: Udham Singh Nagar
State: Uttarakhand
Pincode: 244713

LANGUAGE

- English
- Hindi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	7.36	2027
Graduation	TEERTHANKAR MAHAVIR UNIVERSITY, MORADABAD (UTTAR PRADESH)	71.05	2023-Jul
Intermediate	BOARD OF SCHOOL EDUCATION UTTARAKHAND	63.2	2017-May
High School	BOARD OF SCHOOL EDUCATION UTTARAKHAND	76.6	2015-May

WORK EXPERIENCE (1 Year 9 Months)**Artius Interior Products Private Limited**

04-Sep-2023 - 16-Jun-2025

1 Years, 9 Months, 12 Days**PROFILE:** Project Engineer

1. Oversaw end-to-end execution of both residential and commercial construction projects, ensuring adherence to timelines, cost parameters, and quality standards.
2. Coordinated MEP systems, HVAC installations, and customized interior finishes, ensuring alignment with client requirements and technical specifications.
3. Conducted layout verification, released drawings for production, and ensured interface alignment among architects, contractors, and site teams.
4. Developed detailed project schedules, work plans, and activity sequences to ensure smooth project progress and timely milestone achievement.
5. Led weekly progress meetings with clients, contractors, and vendors to track work status, resolve bottlenecks, and maintain effective interface management.
6. Prepared and delivered weekly and monthly progress reports, and site monitoring records, ensuring clear communication with all stakeholders.
7. Managed procurement processes, contractor coordination, and onsite supervision to maintain seamless material flow and cost control.
8. Carried out regular site inspections to monitor compliance with safety, quality, and regulatory standards.
9. Identified potential risks and early warnings, escalating issues to senior management to ensure mitigation and smooth execution.

Completed:

A 190 sq.m high-end residential project, handling all planning-to-handover activities.

A 481 sq.m commercial project, integrating complete MEP and HVAC systems and ensuring full compliance with safety regulations.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 19 Weeks)**EMAAR INDIA**

11-Jul-2022 - 23-Sep-2022

10 Weeks**PROFILE:** INTERN

1. It was a 3 months internship program and my work was based on Planning-Execution, how to reduce the time, cost and keep track of running project by using IT, (PrimaveraP6).
2. I worked on a new software equivalent to PrimaveraP6 called "Temlin"™ which helped in construction projects in many ways including daily updates from site, procurement and Tendering Process (Previously tendering had been Functioned by Build-Supply).
3. Gained exposure to IT-based project controlling.
4. Demonstrated the ability to work under pressure during critical project phases requiring quick turnaround and extended hours.

5. Gained practical exposure to construction workflows, and client-oriented communication within a large real estate organization.

Cherry Hill Interiors Pvt. Ltd.

04-May-2026 - 04-Jul-2026

8 Weeks**PROFILE:** Site Execution

1. Assisted the Site Engineer in supervising day-to-day interior fit-out and execution activities.
2. Monitored site progress to ensure work was completed according to approved drawings and project schedules
3. Conducted regular site inspections to ensure quality standards and project specifications were met
4. Maintained daily site progress reports, work logs, and documentation
5. Supported final inspections, snag list preparation, and project handover activities

CERTIFICATION DETAIL

- Data, Data, Everywhere
- Foundation of Project Management