

ROLL NUMBER: P25700647


**Ammar Mohammed Imran
Parihar**
Male

DOB

08-Sep-2000

TECHNICAL SKILLS

- Contracts Management
- Contracts Administration
- Project Coordination
- Stakeholder Management
- Procurement Process
- MS Project
- Primavera
- MS Office

PERMANENT ADDRESS

Flat No 1401 Lodha Bel Air Tower C
 Patel Estate Road Jogeshwari West
 City: Mumbai Suburban
 State: Maharashtra
 Pincode: 400102

LANGUAGE

- ENGLISH & HINDI

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.48	2027
Graduation	RIZVI COLLEGE OF ENGINEERING MUMBAI, MAHARASHTRA	78.36	2022-May
Diploma	ZAGDU SINGH CHARITABLE TRUST'S THAKUR POLYTECHNIC	78	2019-Jul
High School	COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI	78.6	2016-May

WORK EXPERIENCE (2 Years 2 Months)
Mace Project and Cost Management Private Limited

17-Apr-2023 - 27-Jun-2025

2 Years, 2 Months, 10 Days
PROFILE: Project Administrator (GET - Contracts and Procurement)

Waterstones Development Project

 Client: **Brookfield Properties**

 Project Type: **Mixed-Use Development (Commercial Office, Service Apartments, Clubhouse)**

 Total Built-up Area: **1,540,627 Sqft**

 Estimated Project Cost: **~\$120 Million+**

Key Responsibilities:

Pre-Contract Phase

- Supported the end-to-end pre-contract procurement cycle, including vendor identification, pre-qualification (PQ) evaluation, and preparation of tender documentation (NIT, GCC, SCC, BOQ, drawings, and specifications).
- Coordinated with design and technical teams to ensure timely tender deliverables and resolve technical clarifications.
- Facilitated pre-bid meetings, addressed contractor queries, and supported bid evaluation, negotiations, and contract finalization.

Post-Contract Phase

- Supported contract administration post-award, including amendments, extensions of time (EOTs), and compliance monitoring.
- Maintained accurate contract records, tracked adherence to contractual terms, and assisted in risk mitigation efforts.
- Liaised with vendors and clients to support smooth project execution and performance.

Project Planning & Reporting

- Prepared project cost reports and maintained weekly and monthly Tender Event Schedules (TES), variation trackers, and EOT trackers.
- Verified site progress for bill certification and ensured timely contractor payments.
- Conducted rate negotiations and comparative analyses to support basic rate approval for key materials.

Financial Reporting & Documentation

- Provided monthly billing provisions and maintained complete contract documentation to support audit and compliance requirements.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 31 Weeks)
Mace Project and Cost Management Private Limited

04-Nov-2022 - 16-Apr-2023

23 Weeks

PROFILE: Project Management

Project Management and Cross-Functional Coordination: Analyzed project management procedures and their impact on various teams, including Health & Safety, Design, and Procurement.

Pre-Contracts Administration: Assisted the Commercial Manager with pre-contract activities, including tender preparation, cost analysis, and reviewing contractual documentation.

On-Site Quality Assurance: Conducted on-site inspections of RCC (Reinforced Cement Concrete) members to verify they were built according to project drawings and specifications.

Process Improvement and Reporting: Documented findings from both procedural reviews and on-site inspections, providing reports on project progress and suggesting improvements.

Ahluwalia Contracts (India) Limited

04-May-2026 - 30-Jun-2026

8 Weeks**PROFILE: Contracts**

- Bridged planning and execution teams through daily site inspections, ensuring timely reporting of work status and on-ground issues.
- Conducted a clause-by-clause review of the contract and prepared a master reference document covering performance security, retention, advance payments, change of scope, and DLP to support easier compliance tracking.
- Developed a payment tracking system aligned to project milestones, improving visibility into payment status across stakeholders.
- Developed look-ahead schedules for key structures (DRM Building, Long-Distance Node) to help realign execution planning on a multi-year delayed project

CERTIFICATION DETAIL

- Course on MS Project
- Proficient in AutoCAD for Civil Engineers and Architects