

ROLL NUMBER: P25700641

Mr. 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	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

TOTAL WORK EXPERIENCE: 21 month(s)
Artius Interior Products Private Limited

04-Sep-2023 - 16-Jun-2025

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

1. Managed end-to-end execution of residential and commercial projects, delivering against defined timelines, cost parameters, project plans, and quality standards while coordinating multiple project workstreams.
2. Managed coordination across MEP, HVAC, interiors, and construction activities, translating client requirements into actionable execution plans while ensuring alignment with technical specifications and project objectives.
3. Verified layouts, reviewed and released drawings for production, and coordinated interfaces across architects, contractors, and site teams, minimizing execution gaps and maintaining project continuity.
4. Developed detailed project schedules, work plans, and activity sequences, prioritizing critical activities and dependencies to support timely milestone achievement and efficient project execution.
5. Led weekly progress meetings with clients, contractors, and vendors, tracking deliverables, identifying emerging challenges, resolving bottlenecks, and effectively managing stakeholder expectations.
6. Prepared and presented weekly and monthly progress reports and site monitoring records, providing structured updates on project status, key issues, progress against plans, and execution priorities.
7. Conducted regular site inspections to assess compliance with quality, safety, technical, and regulatory standards, identifying gaps and coordinating corrective actions to maintain high-quality deliverables.
8. Proactively identified project risks, potential challenges, and early warnings; developed initial solutions and escalated critical issues to senior management, enabling timely mitigation and minimizing execution impact.

Completed:

- 190 sq.m High-End Residential Project: Managed planning-to-handover activities, coordinating multiple workstreams, stakeholders, schedules, procurement, and onsite execution.
- 481 sq.m Commercial Project: Coordinated execution across multiple project interfaces, ensuring effective integration of MEP, HVAC, interiors, contractors, and site activities.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 18 Weeks)
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

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.

CERTIFICATION DETAIL

- Data, Data, Everywhere
- Foundation of Project Management