

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
B.Tech <i>Civil Engineering</i>	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 construction and interior projects, monitoring project schedules, deliverables, quality standards, and execution milestones.
2. Coordinated civil, MEP, HVAC, and interior fit-out activities across contractors, vendors, architects, and site teams to support smooth project execution.
3. Reviewed construction layouts and technical drawings, coordinated drawing releases for production, and resolved coordination gaps between design and execution teams.
4. Developed and monitored project schedules, work plans, activity sequences, and dependencies to track progress against planned milestones.
5. Monitored site progress through regular inspections, identifying execution issues and coordinating corrective actions to maintain quality, safety, and technical compliance.
6. Prepared weekly and monthly project progress reports, site monitoring records, and work updates covering execution status, key issues, deliverables, and project priorities.
7. Coordinated with clients, contractors, and vendors through regular progress meetings to review deliverables, address bottlenecks, and maintain stakeholder alignment.
8. Identified project risks, potential delays, and execution challenges, escalating critical issues and supporting timely mitigation measures.
9. Supported procurement coordination and execution planning to align project activities, material requirements, and site schedules.

1. Selected Project Experience

- 190 sq. m. High-End Residential Project: Coordinated planning, procurement, site execution, stakeholder activities, and project handover.
- 481 sq. m. Commercial Project: Coordinated civil/interior interfaces, MEP, HVAC, contractor activities, and site execution requirements.

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