

# Muhammad Althaf

## Project Coordinator



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👤 Single

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### Professional Summary

Competent Engineering professional offering foundation in engineering project management and design. History of directing multiple projects to completion through effective management and team collaboration. Continually strives to produce high quality while adhering to a tight schedule and budget. Well versed in project scheduling, procurement, team management, contract negotiations, project estimating, impending design problems, document preparation and EHS. Detail-oriented with strong knowledge of project coordination and administrative duties.

### Skills

Microsoft Office

AutoCAD

### Notable Projects

#### FedServ

D&B of 25,000 Sqft office space for Federal Bank IT department at Infopark, Kerala

#### Financial.com

D&B of 9,000 Sqft office for FDC at Brigade WTC at Ernakulam, Kerala

#### Ignitarium

D&B of 5,000 Sqft office space expansion works for Ignitarium at Infopark Phase-2, Kerala

#### Lulu Regional Office

D&B of 35,000 Sqft office space for Lulu Regional office at Trivandrum, Kerala

#### HUL

Execution of 35KLD waste water treatment plant at Hindustan Uniliver Ltd, Kochin

### Languages

English | Hindi | Malayalam | Tamil

### Education

#### Bachelor's degree in Mechanical Engineering,

Mahatma Gandhi University

2013 – 2017

### Professional Experience

#### Project Engineer, Knight Frank India Pvt Ltd

11/2019 – present | Bangalore, India

- Responsible for coordination & discussing design, drawings and concepts with Clients, Consultants and Architects
- Budget tracking & Project cost control
- Procurement management - Bid Evaluation, Comparison and vendor evaluation & finalization
- Drafting tender documents, Finalizing the GCC, Preparation of WO's, Comparative statements etc.
- Project planning and Monitoring
- Complete project documentation and Reporting
- To ensure that the assigned projects are completed as per prescribed deadlines
- Vendor management and coordination
- Project Risk and Issue management, Quality and Change management
- Project communications, Checkpoint meetings
- Validate the drawings and BOQ's to manage the budget and Client expectations
- Leading the vendors and associate engineers in completing the Project in scheduled timeline
- Managing the clients and understanding the requirements and explaining the same to the Architects and subordinate engineers to meet the expectations
- Assess and ensure the project is delivered in time with quality
- Track the lead time and approvals of the lead time items
- Analyze the Response time and Turn-around time
- Managing stake holder deliverables
- Project Closeout and Handing over

#### Water Treatment Engineer, Chelate Engineering

12/2018 – 11/2019 | Kerala, India

- Collaborated with Project Manager for water and waste water treatment project design and construction phases.
- Advised and assessed water and wastewater staff such as plant operators and technicians.
- Obtained regulatory permits and reviewed crossing, easement and encroachment agreements through communication with government agencies.
- Led and monitored construction, equipment installation and inspections.

#### HVAC Site Engineer, Opt-Cool Optimum Cooling Solutions

09/2017 – 10/2018 | Kerala, India

- Supervising and Executing of low side heat ventilation and air conditioning works.
- Coordination with procurement team for materials delivery and tracking the same
- Coordinating with other service vendors in the project line for smooth and fast execution
- Preparing handing over documents, bills and also progress reports as per the client's requirement