

**BHANU SAI SURYA PRAKASH PILLA**

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**PROFESSIONAL SUMMARY**

Highly motivated and skilled Construction Management professional with a firm understanding and extensive experience in the construction industry. I am seeking opportunities that encompass Project Management and Estimation. One year of Assistant Project Manager / Project Engineer experience on projects ranging from 1MM to 3MM USD.

**SKILLS**

- Client interfacing
- Good Multitasker
- Project estimation and bidding
- Project Management
- Submittal Preparation and Coordination
- Progress Tracking & Reporting
- Strong team player
- Blueprints and schematics
- Cost control
- Contract closeouts
- Proposal writing
- Negotiation skills
- Commercial construction
- Residential construction
- Knowledgeable in Excel, Word PowerPoint, Procore, Bluebeam
- Navigate through Revit, AutoCAD, Navisworks
- Excellent communication skills (both oral and written)

**WORK HISTORY**

**Assistant Project Manager: 06/09/2019 to 08/03/2020**

**Al Hill Plumbing Corporation – Opa Locka, Florida**

- Managed all aspects of project documentation including Submittals, RFI's and project meeting minutes
- Conducting an initial analysis of drawings and specifications to ensure the required information and scope of work is according to the contract.
- Responsibilities include Permits, inspections, planning and coordinating the schedules and works of sub-contractors and suppliers
- Preparation of work orders, issuing purchase order and payment schedule by reporting to project manager
- Review shop drawings & submittals to ensure compliance with contract documents
- Supporting senior managers and departments leaders by completing projects and problem resolution under tight budgets and schedule demands
- Review and assist in accurate exposure projections and actively work to reduce/ eliminate these exposures
- Facilitate communications between office and field staff
- Schedule materials from the vendor and confirm deliveries to field staff
- Delivered a high level of service to clients to both maintain and extend the relationship for future business opportunities
- Track and directly report project status updates to project manager daily

- Actively assists project superintendent with enforcement of site safety
- Maintained a high standard of safety, productivity, and quality for every job
- Assist with preparing bid documents and review materials quantity take-off and prepare bid proposals and distribute them to all the contractors.
- Processing all change orders, submittals, transmittals, RFI's, meeting minutes, subcontractor commitments, drawings and specifications in Procore software.
- Attending the construction weekly meetings on-site/conference call and distributing meeting minutes accordingly.

**ASSISTANT CIVIL ENGINEER: 02/2016 to 10/2016**

**K M C Constructions - Hyderabad, Telangana**

- Determining project costs by calculating labor, material, and related costs
- Preparing engineering documents by developing construction specifications, plans, and schedules
- Initiated project management knowledge study and subsequently standardized the project management practices
- Monitored installation and operations to consistently meet rigorous customer requirements
- Making sure the project complies with legal requirements, especially health and safety

**INTERN: 12/2014 to 08/2015**

**Decathlon Sports Complex - Hyderabad, Telangana**

- Conducted daily updates to social media profiles to boost company online presence
- Helped the group by supplying all administrative support, including managing incoming calls, coordinating files, and sorting mail
- We organized all physical files and digitized records organized for easy updating and retrieval by any team member for easy access
- We visited construction sites daily to evaluate the work quality

**EDUCATION:**

**Master of Science: Construction Management, 05/2019**

**The University of Arkansas At Little Rock - Little Rock, AR**

**Bachelor of Technology in Civil Engineering, 04/2016**

**Jawaharlal Nehru Technology University - Hyderabad, Telangana**

**CERTIFICATIONS:**

- Procore certified Student, Project Manager (Core tools, Quality & Survey)
- OSHA 30 Hours