

## **Curriculum Vitae:**

- 6 years of professional experience in **Project Management** (scheduling, cost control within the project and coordination and supervision of subcontractors of the construction progress Qualitative execution of construction projects and reporting)
- 5 years of professional experience as a construction **Project Coordinator** - and supervision of subcontractors on the construction site and progress reporting
- More than 7 years of professional experience in **sales & marketing**, market analysis, distribution, customer support, monthly reporting and forecasting
- **Englisch and German Business Fluent**



### **Professional experience:**

*02/2025- until now*

#### **Self Employed**

##### **Position: Building Technical Manager**

- Providing services in the field of refurbishments in existing buildings such as Renovations and modernizations of individual areas from planning, administration until construction and management of buildings ensuring quality assurance. Entire buildings and environmental management.
- Responsibility for providing the contractually agreed services for the assigned property- Technical facilities regular maintenance and modernization. Maintenance of buildings and technical systems: Ensuring that the supply of water, electricity and internet is functioning properly.
- Management of the property team and planning of personnel deployment as well as ensuring internal cost allocation of the assigned employees
- Consistent, audit-proof documentation

*02/2020- 03/2024*

#### **Krebs und Kiefer GmbH, Darmstadt (Germany)**

##### **Position: Project Engineer in project management for construction projects**

- Scheduling and monitoring the progress work of the construction project
- Monitoring and supervising the work of subcontractors on Construction site
- Regular site visits to check work in progress and ensure that subcontractors are meeting deadlines
- Ensuring that construction projects are completed on time and to the required quality standards
- Quality controls - health and safety checks on the ongoing construction site.
- Documentation of construction progress and reporting
- Recording defects and tracking the progress of defect rectification
- Measurement and invoicing of construction projects

05/2014- 08/2019

**DBK David + Baader GmbH, Rülzheim (Germany)**

**Position: Manager for Construction of Production Plant in Shanghai (China)**

- Conception-Project planning- Preparation of complete Construction schedule of Production plant – defining the baselines, milestones, critical activities, and scheduling different construction phases of the project.
- Sub-contractors' quotation evaluation, Price and Technical specifications comparison.
- Regular Project team -weekly meetings and follow- up - project progress tracking and regular updating in system.
- Planning and forecasting the budget, cost monitoring -project expenditure, implementation of a strategic approach to controlling the expenditure
- Review of costs to ensure that the quality and services are delivered on time and in accordance with the agreement.
- Ensuring that Plant-project is completed on time, within specified budget, maintaining high-quality and completion within the allocated budget.

01/2007- 06/2007

**GF Agie Charmilles (South East Asia) Pte Ltd, Shanghai (China)**

*A Swiss-company and supplier of machines, Automation solutions and services for the tool and mold making industry in China*

**Position: sales and marketing Manager**

- Direct Machine sales and After sales services-intensive work on improving the customer services - conducting an internal research study on the Improvement of customer satisfaction, conducted customers survey. Suggestions and result presentation and Implementation within Team.

09/2007- 12/2012

**GF Agie Charmilles (South East Asia) Pte Ltd, Bangalore (India)**

*A Swiss-based company and supplier of machines, Automation solutions and services for the tool and mold making industry in India*

**Position: sales and marketing Manager**

- Customer service for existing customers, analysis of new inquiries, Quotation preparation. Commercial support before and after conclusion of Machine sales contract, Supply chain co-ordination and responsible for After sales services.
- Worked on large customer's projects such as Nokia, the Volkswagen-automotive industry, the Aerospace industry Clients as well as served electronics industry customers.
- As Marketing initiatives, organization of Technical seminars and Participation in local exhibitions. Regular market studies in order to assess the current market situation, the needs and requirements of potential customers.
- Analysis and evaluation of market risks and opportunities, Maintenance of the customer database, and conducted regular Customer satisfaction survey.

12/2002-08/2005	<p><b>Kemper System GmbH &amp; Co KG, Vellmar (Germany)</b> Construction chemical products -Specialization in waterproofing and floor coatings <b>Position: Technical Administrative-Manager - Asia Pacific Region (India, Japan) China-Hong Kong)</b></p> <ul style="list-style-type: none"><li>▪ Product Technical specifications and consulting and advises for major Construction projects, supplied and delivered customized products as per customer's requirement.</li><li>▪ Provided provision of all associated Product related services, cooperated with the R&amp;D department to provide customer's -oriented solutions.</li><li>▪ Regular customer's visit, implemented Strategic approach in improving sales in certain countries such as India- China- Japan- Hongkong</li><li>▪ Action Plan for subsidiary Teams to improve Project Pipe Lines and eventually increase Sales and Turnover in specified countries. Analysed the Project Pipe lines and prepared Monthly reporting for Management.</li><li>▪ Additionally- Full responsibility for opening up a new offices in Japan-Tokyo. Conducted market research, Economic studies, location search for potential customers, vendors and suppliers. Implementation of a strategic approach and presented the Result and solutions.</li></ul>
08/1994-12/1999	<p><b>Acropol Johnson Controls Pte Ltd, ((Singapore)</b> <b>Position: Junior project manager and material Cost estimator</b></p> <ul style="list-style-type: none"><li>▪ Full project responsibility, main contact person for clients. Architects and subcontractors. Calculation of building materials, purchase of building materials, negotiation with material suppliers.</li><li>▪ Organized and supervised the entire construction process from planning management to development and handover of the project.</li><li>▪ Responsible for the entire construction phase from preparation, Planning- Development -Quality control check Regular follow-up until the handover of the Project.</li><li>▪ Ensured adherence to building plans, construction schedules while keeping construction sites safe and productive.</li></ul>
<b>Educations:</b>	
10/2001-12/2003	<p><b>Kassel International Management School (Germany)</b> MBA- specialization 'Industrial Sales and Marketing'</p>
04/2001-07/2001	<p><b>Leipzig Graduate School of Management (HHL), Leipzig (Germany)</b> <i>Guest-/exchange student in the M.Sc. in Management/MBA program</i></p>
01/2000-05/2000	<p><b>National University of Singapore, (Singapore)</b> Studies in the Postgraduate Diploma in Business Administration program</p>
08/2014-11/2014	<p><b>IAL Institute for Applied Logistics GmbH (Düsseldorf - Germany)</b> <i>Business Process with SAP® ERP 6.0 Application Manager - SD, MM, FI, Customizing</i></p>
04/2014-06/2014	<p><b>WBS Training AG (Düsseldorf - Germany)</b> <i>Consultant for project management - MS Project</i></p>
06/2000-09/2000	<p><b>Mannesmann Rexroth (Indien) Limited Ahmedabad -India</b> <i>Internship in the Finance, Logistics and Marketing department</i></p>

09/1989-10/1993	<b>Aligarh -Muslim University ZakirHussain College of Engineering &amp; Technology, India</b> <i>Degree in Civil Engineering: Bachelor of Civil Engineering</i>
07/1987-08/1989	<b>Aligarh – Muslim University -India</b> Study of Mathematics with minors in Physics and Chemistry (completed first and second year)
06/1985-05/1987	<b>Women’s college, Aligarh - India</b> Senior Secondary School Certificates
<b>Others:</b>	
Computer skills:	<i>Good command of MS Office (Word, Excel, PowerPoint) SAP - ERP 6.0 MS Project &amp; Primavera P6 (project management planning), Internet (regular user)</i>