



**Trisdha Projects Limited, Plot no-114,
First Floor, Block Pocket-8,
Sector-17, Dwarka, New Delhi-
110075 www.trisdha.com**

Urgent Staff requirement for West Bengal Location. (Railway Project candidate preferred

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Vacancy of Position Details as given below: -

Job Location: Asansol West Bengal

Post- Billing and Planning Manager - 01

Education.

UG: Diploma in Civil, B.Tech/B.E. in Civil
Good Communications Skills.

Experience: 7-10 Years.

CTC-Salary: Rs 40,000/- to Rs 55,000/- Per Month.

FOR ASANSOL WEST BENGAL LOCATION AND SHOULD BE READY TO RELOCATE TO THE SITE ANYWHERE IN INDIA.

Scope of Work

1. Responsible for planning of project activities and all resource planning i.e., material planning, manpower planning, machinery planning and monitoring regularly.
2. Conduct preliminary rate analysis and provide inputs to Management for finalization of rates for the same.
3. Collaborate with the Design team for obtaining project details for timely preparation of BOQ.
4. Conduct quantity estimation for materials; Share reports from with Management.
5. Work closely with Contractors to ensure timely receipt of bills; Prepare Contractor billing certification, RA bill certification and final bill certification as per contract terms and Organizational guidelines.
6. Receiving and issuance of GFC drawings to Site In-Charge
7. Preparation of Control Estimate and Budget.
8. Preparation of Revised construction schedules and accordingly coordinating with the site to follow up.
9. Working out standard quantities of all items and preparation of BBS.
10. Preparation of statement for claims and accordingly coordinating with the client to deal the issue as per the Contract.
11. Preparation of periodic progress reports (DPR) and monitoring.
12. Handling the Planning Module and Execution Module for both Sub-contractor's work orders and Client Bills
13. To coordinate with representatives of customer/client for processing of payments and providing necessary clarification on method of measurements/ interpretation of contract specifications.

Note: Applicant send the resume to this **Email id: career@trisdha.com** |

WhatsApp:9355403311